



FLORIDA ASC RENEWAL RESOURCE

Florida ASC Insurance Renewal Checklist

Use this checklist to organize a Florida ambulatory surgery center renewal with current policies, loss runs, facility details, procedures, anesthesia, providers, equipment, property, cyber controls, payroll, contracts, and planned changes.

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PDF checklist companion

Sources and references linked



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ASC Renewal Checklist: the short version

A strong Florida ASC insurance renewal starts with the current policies and renewal terms, loss runs, legal entities, facility and property details, procedure and anesthesia information, provider structure, medical equipment schedule, revenue and payroll, cyber controls, contracts, and a plain list of operational changes. Keep patient records and protected health information out of the insurance packet.

Use this checklist to organize ASC renewal information. We will confirm the insurance applications, schedules, and policy details needed for your specific facility.

BEST FIT

Florida ambulatory surgery center owners and administrators

Build one working packet across the facility, professional, property, equipment, cyber, employee, and umbrella policies.

Clinical leaders organizing provider, procedure, and anesthesia details

Show who is employed, contracted, credentialed, and separately insured, plus what procedures and anesthesia services are performed.

Finance and operations teams building equipment, property, revenue, and payroll schedules

Use current values and schedules instead of carrying last year's equipment, build-out, and business-income numbers forward.

Centers facing a renewal increase, nonrenewal, claim, expansion, acquisition, or major equipment change

Give underwriters the change story early so the renewal is not rebuilt against the deadline.

RED FLAGS

! The ASC, provider groups, management company, equipment owner, and property owner are treated as one entity even though the contracts and policies separate them.

! Provider and anesthesia arrangements changed, but the applications still describe last year's staffing and responsibilities.

! Medical equipment, tenant improvements, business income, or replacement timelines have not been updated after a purchase or expansion.

! The renewal packet contains patient-level information that the insurance review does not need.

! A nonrenewal, claim, construction project, acquisition, or new service is disclosed after the market review is already underway.

CHECKLIST 1

Policies, entities, deadlines, and loss history to collect first

Start with the records that show what is insured now, who owns and operates the center, what changed, and when the renewal decision is due.

Current policies and complete renewal terms

Gather facility professional liability, general liability, property, equipment, business income, cyber, workers compensation, EPLI, crime, auto, umbrella, and any separate provider policies tied to the account.

☐ Collected ☐ Requested ☐ N/A

Owner: _____ Due: _____

Legal entity and ownership map

List the facility entity, physician or dental groups, equipment owners, property owner, management company, parent organizations, ownership percentages, DBAs, acquisitions, and planned entity changes.

☐ Collected ☐ Requested ☐ N/A

Owner: _____ Due: _____

Loss runs and claim update

Collect current professional, general liability, property, cyber, workers compensation, auto, and umbrella loss runs, then add a short update on open claims and corrective action.

☐ Collected ☐ Requested ☐ N/A

Owner: _____ Due: _____

Renewal calendar and decision owners

Record expiration dates, application deadlines, board or ownership meetings, lender or landlord dates, certificate deadlines, the person who can answer underwriting questions, and the person who approves coverage.

☐ Collected ☐ Requested ☐ N/A

Owner: _____ Due: _____

Procedures, anesthesia, providers, and clinical operations

The insurance applications should describe what actually happens in the center and how each provider relates to the facility.

Procedure and specialty profile

List specialties, common procedures, highest-risk procedures, patient age range, annual case volume, hours, overnight status, implants, lasers, imaging, pathology, lab, pharmacy, and mobile or off-site services.

☐ Collected ☐ Requested ☐ N/A

Owner: _____

Due: _____

Anesthesia details

Describe anesthesia and sedation levels, who provides them, employment or contract status, separate insurance, supervision, equipment, emergency response, transfer arrangements, and any material changes.

☐ Collected ☐ Requested ☐ N/A

Owner: _____

Due: _____

Provider and credentialing roster

Organize physicians, dentists, CRNAs, anesthesiologists, advanced practice providers, nurses, technicians, and medical directors with specialty, status, privileges, claims-made dates, and separate coverage information.

☐ Collected ☐ Requested ☐ N/A

Owner: _____

Due: _____

Quality, safety, and emergency controls

Summarize credentialing, peer review, infection prevention, sterilization, medication controls, incident reporting, emergency drills, transfer agreements, life-safety work, accreditation, and corrective action.

☐ Collected ☐ Requested ☐ N/A

Owner: _____

Due: _____

CHECKLIST 3

Facility, equipment, property, and business-income schedules

Show the physical operation and what it would take to repair, replace, and keep the business moving after a covered loss.

Facility and property details

Include each address, occupancy, ownership or lease status, square footage, year built, construction, roof, electrical, plumbing, HVAC, sprinklers, alarms, wind protection, flood information, and neighboring occupancies.

☐ Collected ☐ Requested ☐ N/A

Owner: _____ Due: _____

Operating rooms, recovery, and utilities

List operating and procedure rooms, recovery bays, sterilization areas, labs, imaging, pharmacy or medication areas, medical gas, backup power, water controls, temperature controls, and critical utilities.

☐ Collected ☐ Requested ☐ N/A

Owner: _____ Due: _____

Medical equipment schedule

List owned and leased surgical, anesthesia, monitoring, sterilization, imaging, lab, refrigeration, IT, and backup-power equipment with current values, locations, service contracts, and replacement timelines.

☐ Collected ☐ Requested ☐ N/A

Owner: _____ Due: _____

Build-out and business-income values

Update tenant improvements, fixed equipment, furniture and supplies, debris-removal needs, extra expense, continuing payroll, temporary relocation, expected repair time, and the income period needed after a major loss.

☐ Collected ☐ Requested ☐ N/A

Owner: _____ Due: _____

Cyber, employees, contracts, and planned changes

Finish the packet with the systems, people, agreements, and next-year changes that can reshape the renewal.

Cyber and technology controls

Describe EHR, billing, portals, cloud vendors, remote access, MFA, backups, endpoint protection, vendor access, incident response, security training, prior events, and technology-dependent income exposure.

☐ Collected ☐ Requested ☐ N/A

Owner: _____

Due: _____

Employees, payroll, and workplace exposures

Provide employee counts and payroll by role or class, clinical and administrative duties, bloodborne-pathogen exposure, lifting, driving, hiring, training, workplace injuries, and current workers compensation information.

☐ Collected ☐ Requested ☐ N/A

Owner: _____

Due: _____

Contracts and outside requirements

Gather provider, anesthesia, management, lease, lender, vendor, equipment, payer, referral, transfer, and service agreements with indemnity, insurance, additional insured, waiver, certificate, and limit requirements.

☐ Collected ☐ Requested ☐ N/A

Owner: _____

Due: _____

Next-term change list

Flag new providers, procedures, anesthesia services, equipment, rooms, locations, construction, ownership, contracts, technology, vehicles, revenue, payroll, or other material changes expected during the policy term.

☐ Collected ☐ Requested ☐ N/A

Owner: _____

Due: _____

Common questions about asc renewal checklist

What documents do I need for an ASC insurance renewal?

Start with current policies and renewal terms, loss runs, entity and ownership details, facility information, procedure and anesthesia details, provider roster, equipment schedule, property and business-income values, revenue and payroll, cyber controls, contracts, and a list of operational changes.

Should an ASC collect separate insurance information from surgeons and anesthesia providers?

Yes. Organize which providers are employed or contracted, who carries separate professional liability, the limits and claims-made dates, and what the contracts require. The facility policy should be reviewed alongside those arrangements instead of assuming every provider is insured the same way.

What belongs on an ASC medical equipment schedule?

Include description, location, ownership or lease status, current replacement value, serial or identifying information when useful, service contract, specialized installation, power, cooling, plumbing, medical gas, calibration, expected replacement time, and any mobile or off-site use.

Should patient charts or case records be included in an insurance quote packet?

No. Do not send patient charts, case records, protected health information, Social Security numbers, or payment-card data. The insurance packet should use business-level procedure counts, services, claims records, policies, schedules, and contracts.

Sources used for this asc renewal checklist

The online checklist links to Florida AHCA, Florida statutes, CMS, HHS, and OSHA resources that support the facility, provider, privacy, and employee questions in this packet.

- 1. Florida AHCA ambulatory surgical center resources**
<https://ahca.myflorida.com/health-quality-assurance/bureau-of-health-facility-regulation/hospital-outpatient-services-unit/ambulatory-surgical-center.html>
- 2. Florida Statutes Chapter 395 hospitals and ambulatory surgical centers**
https://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0300-0399/0395/0395.html
- 3. CMS ambulatory surgical center Conditions for Coverage**
<https://www.cms.gov/medicare/health-safety-standards/conditions-coverage-participation/ambulatory-surgical-centers>
- 4. HHS HIPAA Security Rule**
<https://www.hhs.gov/hipaa/for-professionals/security/index.html>
- 5. OSHA bloodborne pathogens standard**
<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030>

Open the live checklist for links and updates

Open the online checklist for clickable sources, the ASC insurance guide, and the healthcare document-upload path.

<https://www.greeneinsurance.com/resources/florida-asc-insurance-renewal-checklist>

RELATED RESOURCES

1. **Ambulatory Surgery Center Insurance in Florida**
<https://www.greeneinsurance.com/industries/ambulatory-surgery-center-insurance>
2. **Healthcare Business Insurance Hub**
<https://www.greeneinsurance.com/industries/healthcare-business-insurance>

3. **Send Healthcare Renewal Documents**
<https://www.greeneinsurance.com/quote/healthcare?fast=property-upload&source=asc-renewal-checklist>

Ready to compare coverage and pricing?

Send the current policies, renewal terms, loss runs, facility details, provider and procedure information, equipment and property schedules, cyber records, and contracts you already have.

[Send My ASC Renewal Packet](#)