

**AAAASF Accreditation Application**

AAAASF will not process incomplete applications or applications without payment. They will be returned to the facility for completion.

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | | | |
| Accreditation program:  X Pediatric Dentistry | | | Facility Class (check one only):  \_\_ A \_\_ B \_\_ C-M \_\_ C |
| **Specialty Information (to be determined by the Facility/Medical Director)**  Please list primary specialty, if more than one, add secondary specialty. **List all specialties as stated on board certification.**  Primary specialty: Secondary specialty: Legal business name of facility (not DBA name): Facility/Medical Director name: Facility/Medical Director email address: Office manager/head nurse name:  Previously accredited or denied accreditation by any accrediting organization?  \_\_ No \_\_ Previously Accredited \_\_ Denied  Name of Accrediting Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please Note:   * Previous denial by AAAASF or another accreditation agency does not preclude application for accreditation. Any facility may reapply for accreditation at any time following receipt of a denial notification. * Failure to disclose previous accreditation, denial or revocation thereof may result in denial or loss of AAAASF accreditation. | | | |
| Alternate Facility Name (if applicable): | | Type of Alternate Facility Name:  \_\_ Doing Business As (DBA) Name  \_\_ Other (Specify): | |
| Identify the type of organizational structure (Check one):  \_\_ Sole Proprietor \_\_ Business Corporation \_\_ Limited Liability Company \_\_ General Partnership  \_\_ Registered Limited Liability Partnership \_\_ Professional Corporation \_\_ Professional Limited Liability Company  \_\_ University Faculty Practice Corporation (501(c)(3), not-for-profit) \_\_ Other (Please Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Is the facility entirely physician/dentist owned? Specify the percentage that each physician/dentist owns below.  \_\_ Yes \_\_ No | Please note: Changes in facility ownership must be reported to the AAAASF office within 30 days. | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| List name(s) of facility owner(s), controlling stockholder(s), or beneficial ownership. Percentages listed must equal 100%. | | | | | |
| Name: | | | | Name: | |
| Address: | | | | Address: | |
| City, State, Zip: | | | | City, State, Zip: | |
| Telephone #: | | | | Telephone #: | |
| License Number: | | | | License Number: | |
| Percent of Business Owned: | | | | Percent of Business Owned: | |
| Name: | | | | Name: | |
| Address: | | | | Address: | |
| City, State, Zip: | | | | City, State, Zip: | |
| Telephone #: | | | | Telephone #: | |
| License Number: | | | | License Number: | |
| Percent of Business Owned: | | | | Percent of Business Owned: | |
|  | | | | | |
| **Facility State License Information**: \_\_ License Not Applicable | | | | | |
| License Number: | State Where Issued: | | | | |
| Effective Date (mm/dd/yyyy): | Expiration/Renewal Date (mm/dd/yyyy): | | | | |
| **Facility Location Information:** | | | | | |
| Address Line 1: | | | | | |
| Address Line 2: | | | | | |
| City/Town: | | | State: | | Zip: |
| Telephone Number: | | | Fax Number: | | |
| Website Address: | | | Email Address: | | |
| **Facility Contact:** ( We will contact this person if questions arise during the processing of this application.) | | | | | |
| Contact Name: | | Email Address: | | | |
| Telephone Number: | | Fax Number: | | | |

**Physician/Dentist Name: Board Certification:** **State License Number:**

|  |  |  |
| --- | --- | --- |
| **1.** |  |  |
| Email address: | | |
| **2.** |  |  |
| Email address: | | |
| **3.** |  |  |
| Email address: | | |
| **4.** |  |  |
| Email address: | | |
| **5.** |  |  |
| Email address: | | |
| **6.** |  |  |
| Email address: | | |
| **7.** |  |  |
| Email address: | | |
| **8.** |  |  |
| Email address: | | |
| **9.** |  |  |
| Email address: | | |
| **10.** |  |  |
| Email address: | | |

# Additionally, please submit the following documentation along with the completed application either by mail or fax to:

**AAAASF**

**7500 Grand Ave, Suite 200**

**Gurnee, IL 60031**

**Or**

**Fax: 847-775-1985**

* A floor plan or diagram of the facility clearly labeling rooms including Dental Room, Prep area, Clean area, Dirty area, etc. (does not need to be to scale and must clearly identify each room purpose and dimensions)
* Copy of each physician/dentist State Medical License
* Copy of each physician/dentist Board Certificate or letter of admissibility by the certifying board
* Copy of each physician/surgeon delineation of Hospital Privileges along with Hospital appointment (or reappointment) letter.   
  If the Pediatric Dentist has never held privileges, or no longer holds privileges, AAAASF will accept alternate credentialing via primary source verification. (See Standard 1200.30.50)

# The following forms also need to be completed:

* + Completed HIPAA Business Agreement signed by Medical Director.
  + Completed Anesthesia Validation Form
  + Facility Identification Form signed by Medical Director.
  + Staff Identification Form
  + Facility Director’s Attestation signed by Medical Director.

**Survey Fees for Pediatric Dentistry Accreditation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Annual Fees for Accreditation**  **Pediatric Dentistry** | | | | |
| Number of dentists on staff | Class  A | Class  A 1st Year Discount | Classes  B, C-M, C | Classes  B, C-M, C 1st Year Discount |
| 1-2 | $869 | $440 | $1,276 | $645 |
| 3-5 | $1,210 | $612 | $1,771 | $895 |
| 6-9 | $3,839 | $1,940 | $4,631 | $2,341 |
| 10 plus | $5,401 | $2,730 | $6,820 | $3,274 |
| **Survey Fees** | | | | |
| $2,310 Survey Fee for any size facility or any class. | | | | |
| Annual fee and survey fees are subject to change. First year discount is available to new Pediatric Dentistry facilities that begin the accreditation process in 2021. Regular accreditation fees will go into effect January 1, 2022. | | | | |
| 10% discount offered for AAPD members after the first-year discount expires on December 31, 2021. | | | | |

Facilities may request an expedited survey for an additional $550 (ask for details).

All credentials must be submitted and processed prior to survey.

Annual Fee (see schedule above): $ + $2,310 Survey Fee = Total amount of payment: $

Payment and Billing

AAAASF will not process applications without payment. Provide your billing contact below for any questions regarding your facility’s payment.

Billing Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Billing Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Payment by credit card

You may submit your application via email to [info@aaaasf.org](mailto:info@aaaasf.org) or if you prefer, you may pay with a credit card over the phone. A member of our accounting department will contact you at the number above.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Credit card type: | Visa | MasterCard | American Express | Discover |
| Name on card: |  |  | Card #: |  |

Billing zip code: Three-digit code: Exp. Date: Signature:

# Payment by check

Submit completed application with supporting documentation and check made out to AAAASF.

AAAASF

7500 Grand Ave, Suite 200

Gurnee, IL 60031

***Fee and refund policy:***

*The first-year accreditation annual fee plus initial survey fee is due with each accreditation application. Additional fees will apply if special survey requests are made or for those facilities located outside the continental USA. After an application has been submitted and processed, AAAASF will refund 50% of the annual fee and 100% of the survey fee if the facility has not been surveyed. If the facility was surveyed, only 50% of the annual fee will be refunded. If the accreditation process is not completed within one year of the received date, a new application and appropriate fee is required. No refunds will be issued if the application expires. Upon receiving accreditation and once an anniversary date is established, the facility will be invoiced 6 months prior to the anniversary date. Fees must be paid by the due date on the invoice for the accreditation process to begin. Otherwise, late fees will be applied, and other penalties will follow.*