PN SYSTEM | CONSULTING SERVICES | FLORIDA

Medicare Provider Home Health Agency

New Agency Setup – Consulting Services

PN System · 2950 W 84 St. Bay 7, Hialeah, FL 33018
Office 305.818.5940 · Cell 786-514-9352 · info@pnsystem.com · www.pnsystem.com

Medicare Provider: can provide services to Medicare recipients, private insurance, private pay, LTC, aide, nursing and therapy.

You can apply as a **Medicaid** provider after you receive the AHCA License (not included); we will provide a Medicaid consultant contact if needed.

Certified Consultant – ACHC and CHAP
PN System – over 30 years of unmatched service

1 GETTING STARTED – YOUR DUTIES

Your Duties

- Corporation (Black Book)
- Office rented, phone/fax, email
- Zoning letter
- Contract an accountant (CPA) (Financial Tables, Budget, Business Plan)
- Insurance (contacts at right)
- Bank account with required amount: about $60,000 (License), and for Medicare $100,000
- Bio-Waste contract, Business License

Tasks needed for the License Application must be completed at *www.homecareoffice.com*

Recommended Contacts

Insurance: Jorge Machado 786-367-1202
jorge@tzinsurancefinancial.com

Insurance: Jose Maurisset 786-290-2547

CPA: Daniel CPA 305-801-3929 – $850.00 to $1,500.00

2 APPLICATIONS (OUR SERVICES)

Accreditation · License · CLIA · NPI · Waste Permit

We complete the Accreditation application, License application, CLIA application, NPI and Waste Permit application.

To start you need **2 RNs: Administrator and Alternate Administrator / DON** *(must qualify and cannot hold any executive position in another place)*.

Your Duties During the Applications

- Complete staff AHCA Clearinghouse background roster
- Sign the CEMP agreement in your area
- Email documents needed for your application; call or email the Accreditation body, AHCA, NPI or CMS if needed (survey schedule, application status, etc.)

Medicare Staff Qualifications

Administrator and Alternate must have at least **1 year supervisory experience in Home Health** and hold an undergraduate degree, or be an RN or MD. DON: **2 years as home health supervisor**. Computer software is an extra cost and varies according to vendor.

$ COSTS

Item	Amount	Notes
AHCA License cost	**$2,005.00**	eCheck; required amount must be kept in the bank
Accreditation	**about $11,500.00**	Includes $1,500.00 application fee
CLIA	**$248.00**	
Biomedical Waste permit	**$85.00**	
Medicare application	**$750.00**	
Insurance	**$1,800.00**	General Liability and Professional
CPA	**$850.00 – $1,500.00**	Financial Tables, Budget and Business Plan

Consulting Cost – New Agency

$5,999.99 License & Medicare Provider Accreditation package

$1,500.00 down payment (not refundable), then $500.00/month until paid off.

About a 12–18 month process. The service is covered until the Provider survey is completed/approved.

Consulting Cost – Existing Agencies Only

To become a Medicare Provider or change Accreditation body.

$4,999.99 Full Accreditation Package ($1,500.00 down, $500.00/month until paid off).

If we help you with your License Accreditation, we reduce your cost to **$3,499.99**.

Bank account requirement: about **$110,000.00**.

3 CONSULTING SERVICES

Virtual Consulting Web Access – www.homecareoffice.com

Includes: Annual Duties (Strategic Plan, Annual Reports), Monthly/Quarterly duties, QA/PI activities, Human Resources (staff evaluations), Minutes, Committees, Emergency Drill, etc.

Free of charge until full accreditation.

Your Duties

- Complete all tasks in the Virtual Consulting website
- Apply for Medicaid
- After the License and Medicaid Provider number are issued, complete contracts with insurance companies

Human Resources

All needed forms, application, In-service/Orientation material, Evaluations, Handbooks, Staff IDs (Administrator/DON included).

All Needed Manuals Included

Policy & Procedures, Infection Control, Medical Device, Ethics Manual, HIPAA Manual, Emergency Management Plan, etc. All needed LOGs (website).

Accreditation Materials

10 S/U packs/folders, 3 D/C packs, 3 Staff Handbooks included.

All Health Posters

Handwashing, HIPAA, Abbreviations, Non-Discrimination, etc.

Current Year Regulation Poster (included).

4 AHCA APPROVAL, SURVEY & STATE LICENSE

AHCA approval of your application and survey scheduled. Visit to our office, or Zoom meeting, for review by us and practice survey. **Receive your State License.**

5 MEDICARE PROVIDER APPLICATION PROCESS

Medicare Application (Our Services)

Medicare application – up to 120 days for approval.

Visit to our office or Zoom meeting for review by us, and practice survey.

Your Duties

- Current OASIS version encoding using your Home Health Management Software
- Professional QA staff for chart audit, POC, etc.
- Hire a qualified QA RN staff

All Needed Manuals Included, as Applicable

Wound Care Protocol, Fall Prevention, Pain Management, etc.

Provider Survey

After a 2–3 day survey (7 active skilled patients, 3 D/C) and Plan of Correction (if needed; up to 5 deficiencies included), **receive your Provider**. The survey is unannounced.

The service is covered until the Provider survey is completed/approved, about 8–12 months.

! IMPORTANT INFORMATION

- Out of the Miami area, the Agency is responsible for trip costs, or a Zoom meeting will be used.
- We will not be in your office during survey. As part of our Consultant Service Certification training, we are educated that our duty as consultant is to prepare your Agency to be ready for any survey; we are not allowed to be the voice of your corporation.
- For copyright reasons, we do not offer an electronic version of any of our manuals. We also do not provide or use a consulting agreement or contract.
- **We provide administrative and advisory consulting services only.** We do not provide clinical services, clinical review, or clinical advice. We do not perform, complete, or authenticate patient-specific clinical assessments, plans of care, patient visits, or any other clinical services on behalf of the agency; you must employ a qualified RN.

6 STEP-BY-STEP PROCESS

Existing Agencies: the process starts at step 20.

1. **Rent office**; there is no specific size or space requirement. Go to City Hall, Zoning Department, and ask for a **Zoning Letter** stating that a Home Health Agency office is approved in that location.
2. Add office phone, fax and Agency email.
3. Create a corporation that matches the office address; if it already exists, change the address to match your office address (sunbiz.org).
4. Obtain a Tax ID from the IRS matching the office address; if it already exists, change the address to your office address by calling the IRS phone number in the letter you received with your Tax ID.
5. We will email you the data we need to apply for the NPI and the AHCA application. All required manuals are included.
6. The NPI process may take up to 10 days; please forward to us all emails you receive from them.
7. After the NPI number is generated, we will complete the AHCA application, which will be emailed to you with step-by-step instructions (share a copy of the application with the CPA who will create your Financial Schedule and Business Plan).
8. We will complete the Accreditation application (ACHC); down payment $1,500.00.
9. You will need: lease copy, Insurance Certificate (and, for LLC companies, the LLC company agreement paperwork).
10. Once you have all required documents, the application will be completed in the AHCA portal. Remember: **both RNs must have at least 1 and 2 years' (DON) experience in home health as supervisor** and **not hold** any ADMINISTRATIVE position in another place.
11. AHCA may take up to 30 days to review your application (it usually does not take that long). You must check the Agency email daily for any email from AHCA.
12. You will receive an email from AHCA (Omission Letter) that must be answered within **21 days**. Please forward the email to us to be sure it is answered correctly (only 1 chance for correction). The agreement with AHCA for criminal background checks and the staff roster must be complete; you must enter owners and staff in the AHCA site.
13. With the Omission Letter, you can request the survey for the State License from the Accreditation company (ACHC) by emailing them the Omission Letter and asking them to schedule your survey (announced).
14. In the meantime, we will create the staff applications (that your staff must complete) and the first manuals.
15. You must complete some reports, minutes and staff trainings in our Virtual Consulting website.
16. An Emergency Agreement with another Home Health Agency, needed to create the Emergency Plan, will be emailed to you; we will submit the plan to the State for approval. CLIA and Biomedical Waste License applications will be completed.
17. Email us pictures of the staff who will be in your office during survey, to create the ID badges.
18. About 7–10 days before the survey date, we will have a meeting in our office to review all applications and practice the survey (the Administrator must be there). For customers outside Miami, we will review by phone or Zoom.
19. After the accreditation survey, AHCA will email you your License (please email the survey results to AHCA). After that you can apply for Medicaid; we do not provide that service, but we will email you instructions on how to apply and how to contact insurance companies (we will provide an insurance list). If you need a contact for a Medicaid consultant, we will provide that information.

Medicare Provider Phase – Existing Agencies start here.

20. We will email you the data needed for the Medicare application (all documents must be emailed to us in PDF format). When we have all required information, we will complete the Medicare application in PECOS. Funds in the bank account must be up to **$100,000.00**. In the meantime you can apply for Medicaid; instructions will be emailed.
21. Palmetto GBA (Medicare fiscal intermediary in Florida) has up to 120–180 days to review the application (it usually does not take that long). You must check the Agency email daily for communication from Palmetto, and always forward it to us. After review, you will receive an email from Palmetto with the application approved.

22. You will have 12 months to be ready for the second survey with **10 SKILLED patients (3 D/C and 7 active)**, and receive full 3-year accreditation. You must complete all reports in the Virtual Consulting website, which will be available to you until you pass the second survey. **(You must hire a qualified QA RN staff; it is very important.)**
23. After the Medicare application is approved, you can request the second survey (unannounced; usually 45–60 days after you request it) from the Accreditation body by emailing the Palmetto approval letter and a form that we will email to you. We will have a meeting in our office for a survey-ready check-up, questions and review (for customers outside Miami, by phone or Zoom). The surveyor will visit at least 3 patients to check the services provided. If a Plan of Correction is needed, the response for up to 5 deficiencies is included.
24. After you successfully pass the second survey, the Accreditation body will recommend your Provider number, and Palmetto will generate your provider letter. You will have a visit from Medicare to take pictures of your office.
25. Before providing you the billing rights/credentials, Palmetto may request proof of your funds again (about $100,000.00) and will conduct a visit to your office and take some pictures.

Consulting Payment Terms: $1,500.00 down payment, then $500.00 a month until paid off.

7 DATA REQUIRED FOR AHCA LICENSE APPLICATION

Home Health Agency · *addendums in PDF format*

Agency: _____

- ☐ eCheck for $2,005.00 amount available from the Agency account; remember you must maintain the required amount in the bank at all times.
- ☐ Accountant (CPA) Tables/Projection, Business Plan
  Daniel can help: 305-801-3929
- ☐ Proof of General Liability and Malpractice **(Professional)** Insurance Coverage matching office address
  Jorge Machado can help: 786-367-1202, or Jose: 786-290-2547
- ☐ **Bank statement** (with enough money, **within 10 days**)
  If the statement is more than 10 days old: on a PC, go to your online banking using Google Chrome; where you see your Agency name and balance, right-click, print, then scan and email it to us (the date is needed on top).
- ☐ Tax ID letter (must match office address)
- ☐ Lease copy
- ☐ Company information (Articles of Incorporation, Sunbiz info) matching office address
- ☐ Zoning Letter from city or Certificate of Use
- ☐ AHCA Attestation letter signed by owner (attached)
- ☐ LLC Operating Agreement signed ☐ N/A
- ☐ NPI Number
- ☐ Accreditation application proof ☐ N/A