PN SYSTEM | CONSULTING SERVICES | FLORIDA

Nurse Registry

New Registry 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

Nurse Registry: can provide services to private insurance, private pay, aide services only.

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 (order Black Book)
- Office rented, phone/fax, email
- Zoning letter (Business License not needed for application)
- Contact an accountant (CPA) (Financial Projection)
- Bank account requirement: about $45,000.00 – $55,000.00

Recommended Contact

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

2 NPI & AHCA APPLICATION

NPI Application · AHCA Application

Administrator and Alternate must be **MD, RN, or have one year experience as supervisor** in Nurse Registry, Home Health, Nursing Home, Hospital, ALF, etc. **(2 RNs needed)**.

Must qualify and cannot hold any executive position in another place. For survey 1 HHA.

Your Duties During the Application

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

$ COSTS

Item	Amount	Notes
AHCA License cost	**$2,000.00**	eCheck; required amount must be kept in the bank
CPA	**$850.00 – $1,500.00**	Financial Projection
PN System consulting – License package	**$4,000.00**	$1,500.00 down payment (not refundable), then $500.00/month until paid off

3 CONSULTING SERVICES

What PN System Does

Complete applications and manuals, and 1 office visit to review and make sure the Registry is ready for survey. **Unlimited phone calls.**

Human Resources

All needed forms, application, In-service/Orientation material, Evaluations, Staff IDs.

All Needed Manuals

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

Registry Materials

S/U packs/folders, Advance Directive pamphlet, Hurricane Guide.

Posters Included

Current Year Regulation Posters (Minimum Salary, OSHA, etc.) – 5 total posters.

4 AHCA APPROVAL, SURVEY & LICENSE

AHCA approval of your application, survey, and **receive your State License**.

! IMPORTANT INFORMATION

- **Payment is due in full when we are ready to provide/deliver all needed manuals, including the Policy & Procedures.**
- 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 Registry 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.
- You can apply as a Medicaid provider (not included).

5 STEP-BY-STEP PROCESS

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 Nurse Registry office is approved in that location.
2. Add office phone, fax and Registry 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.
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.
8. You will need: lease copy (and, for LLC companies, the LLC company agreement paperwork).
9. Once you have all required documents, the application will be completed in the AHCA portal. Remember: **both RNs must have at least 1 or 2 years' experience** and **not hold** any ADMINISTRATIVE position in another place.
10. AHCA may take up to 30 days to review your application (it usually does not take that long). You must check the Registry email daily for any email from AHCA.
11. 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.
12. In the meantime, we will create the staff applications (that your staff must complete) and the first manuals. All required manuals are included.
13. An Emergency Agreement with another Registry or Home Health Agency, needed to create the Emergency Plan, will be emailed to you; we will submit the plan to the State for approval.
14. After AHCA approves the application (the approval letter will be emailed to you directly from AHCA), you must call your local AHCA office to set up the survey appointment, or they will call you with the survey date.
15. Email us pictures of the staff who will be in your office during survey, to create the ID badges.
16. 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.
17. After survey, AHCA will email you your License. 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.

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

6 DATA REQUIRED FOR AHCA LICENSE APPLICATION

Nurse Registry

Registry: _____

- ☐ eCheck for $2,000.00 amount available; remember you must maintain the required amount in the bank at all times.
- ☐ Accountant (CPA) Tables/Projection
  Daniel can help: 305-801-3929
- ☐ **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 Registry 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