PN SYSTEM | CONSULTING SERVICES | FLORIDA

# Skilled Private Duty 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

**Skilled Private Duty:** 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
- Contract an accountant (CPA) (Financial Projections and Business Plan)
- Insurance, Waste contract
- Bank account requirement: about $57,000.00 – $60,000.00
- Business License

### 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 · AHCA · CLIA · NPI · Waste Permit

We complete the Accreditation application, AHCA 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 or NPI if needed (survey schedule, application status, etc.)

## $ COSTS

| Item | Amount | Notes |
|---|---|---|
| AHCA License cost | **$2,005.00** | eCheck; required amount must be kept in the bank |
| Accreditation | **about $11,000.00** | Accreditation application fee $1,500.00 |
| CLIA | **$248.00** | |
| Biomedical Waste permit | **$85.00** | |
| Insurance | **$1,700.00** | General Liability and Professional |
| CPA | **$850.00 – $1,500.00** | Financial Projections and Business Plan |
| PN System consulting – License package | **$4,950.00** | $1,500.00 down payment (not refundable), then $500.00/month until paid off |

## 3 CONSULTING SERVICES

### 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.

### Your Duties

- Complete all tasks
- 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.

### All Needed Manuals

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

### Accreditation Materials

ACHC PER | 5 S/U packs/folders, 2 D/C packs, 3 Staff Handbooks included.

### All Health Posters

Handwashing, HIPAA, Non-Discrimination, etc.

Order from us the yearly Regulation Poster ($29.99 set).

### Your Duties

- Hire a qualified QA staff

## 4 AHCA APPROVAL, ACCREDITATION SURVEY & STATE LICENSE

AHCA approval of your application. Visit to our office for review before the Accreditation Survey (1 day). **Receive your State License.**

## 5 SECOND SURVEY FOR FULL ACCREDITATION (PRIVATE DUTY)

### Second Survey – Unannounced

Needed for survey: **5 served patients** (3 active, 2 D/C).

Zoom meeting for review by us before survey.

### Your Duties

- Home Health Management Software
- Employ a qualified QA RN staff
- You must have a professional QA staff to create the POC, audit charts, etc.

### All Needed Manuals, as Applicable

Wound Care Protocol, Fall Prevention, Pain Management, Respiratory Care, Psychiatric Manual, etc.

### Full Accreditation

After a 1-day survey (3 active patients, 2 D/C) and Plan of Correction (if needed; up to 5 deficiencies included), **receive your full accreditation**.

## ! 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

1. **Rent office**; there is no space or specific size 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.
6. The NPI process may take up to 10 days; please forward to us all emails you receive from them. All required manuals are included.
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. CLIA and Biomedical Waste License applications will be completed.
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.
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.
20. You will have 12 months to be ready for the second survey (unannounced) with **5 patients (2 D/C and 3 active)**, and receive full 3-year accreditation. The surveyor will visit at least 1 patient to check the services provided. 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.)** If you plan to apply for Medicaid, you must have Deemed Status (10-patient survey). If a Plan of Correction is needed, the response for up to 5 deficiencies is included.

**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