



Facility Accreditation Pre-Application Checklist

Before you apply for accreditation with ABC, we recommend that you review this checklist to ensure that you meet the eligibility criteria for applying to ABC's facility accreditation program.

Once you have determined that you are eligible for ABC facility accreditation, **please read the ABC Facility Accreditation Standards.** Utilizing this checklist and reviewing the Accreditation Standards will help you determine if you are ready to submit your application.

Don't forget – it is a Medicare requirement that all onsite surveys are unannounced and unscheduled! Be ready for your onsite survey before you apply. Your completed application signals that you are READY for the onsite survey.

- Your facility is located within the United States, one of its territories, or is a Department of Defense medical treatment facility.
- Your facility is a formally organized, legally constituted business providing the services and items for which you are applying.
- Your facility is licensed according to applicable state and federal laws and regulations and maintains all current legal approvals to operate.
- Your facility clearly outlines all provided services to patients, insurance companies, referral sources and regulatory bodies, including CMS.
- Your facility is currently operational.
- Your facility has a minimum of 10 patient charts on file.
- Your facility employs the appropriately credentialed staff for all scopes of service being provided (for more information, check out the ABC website at abcop.org/accreditation).
- Your facility meets all Medicare DMEPOS Quality and Supplier Standards (if applicable).
- Your facility is compliant with the American Disabilities Act (ADA) and Occupational Safety & Health Administration (OSHA) regulations.
- Your facility is able to disclose the full listing of ownership (any individuals or parties holding more than 5% of controlling interest) or provide the list of your facility's board of directors or trustees.

continued >>

American Board for Certification in Orthotics, Prosthetics and Pedorthics, Inc.

P.O. Box 34862, Alexandria, VA 22334-0862 | (703) 836-7114 | Fax: (703) 836-0838 | www.abcop.org

Facility Accreditation Pre-Application Checklist

Once you determine that you are eligible to apply for accreditation with ABC, review the Accreditation Standards (available for download at abcop.org/accreditation). **Some of the items you should have organized and available for the surveyors are:**

- Articles of Incorporation, or other documents to show legal formation of the company and your business license.
- Certificates of Occupancy and Inspection, as required by your state or local regulations.
- Patient Satisfaction Surveys, along with written reports of survey analysis.
- Patient chart audit results and corrective actions taken or the procedural changes resulting from audit findings.
- Verification that staff credentials and state licenses are current and in good standing.
- Privileging documents for each non-credentialed or non-licensed individual.
- Patient Rights and Responsibilities information, clearly posted in your reception or patient waiting area.
- A secure patient record system and back up of patient records.
- Manufacturers' copies of warranties and instructions for equipment.
- Disaster Preparedness Plan and documentation that all employees receive periodic safety management orientations and an Emergency Preparedness Response Plan.
- Fire Drill Log (date, time, who attended, the time it took to meet at the designated area) and Fire Evacuation Maps.
- HIPAA Policy (and contact information regarding questions/and or complaints).
- Medicare Supplier Standards (there are currently 30 Medicare supplier standards).

This list is not inclusive and not intended to replace a thorough knowledge and understanding of the standards. This checklist is intended to highlight for you some of the areas that facilities tend to overlook in the preparation for the application.