



FLORIDA PROCESS FOR INITIAL MEDICARE CERTIFICATION OF AN ALREADY LICENSED HOME HEALTH AGENCY PROVIDING SKILLED NURSING



HOME HEALTH

Step One

Completed By Provider:

- ☐ Submit an 855A enrollment form and all other required documents to your MAC, Palmetto GBA. This includes, but is not limited to: Civil Rights Clearance, financial documentation, and CMS form 1561.
- ☐ Submit appropriate AHCA application to add skilled nursing and/or therapy services.

Step Two

Completed By Provider:

- ☐ Obtain Accreditation Commission for Health Care (ACHC) Accreditation Standards for Home Health Agencies through the customer portal.
- ☐ Review ACHC Accreditation Standards and begin compiling policies and procedures.
- ☐ Obtain the Licensure standards for Home Health agencies from the Florida Agency for Health Care Administration (AHCA):
http://ahca.myflorida.com/MCHQ/Health_Facility_Regulation/Lab_HomeServ/HHA/index.shtml
- ☐ Submit a completed ACHC accreditation application.
- ☐ Submit a \$1,500 deposit.
- ☐ Review and sign the ACHC Agreement for Accreditation Services and Business Associate Agreement.

Step Three

Completed By Provider:

- ☐ Obtain approval letter for the 855A application and submit copy of approval letter to ACHC.
- ☐ Register for an Internet Quality Improvement Evaluation System (IQIES) account for OASIS transmittal.
- ☐ Start developing patient caseload. Acquire minimum patient caseload: 10 patients served; seven patients active at time of Initial Medicare Certification survey.
- ☐ Provide a minimum of two services: one Skilled Nursing and at least one other therapeutic service. One of these two services must be offered by a W-2 employee.

Step Four

Provider Notification of Survey Readiness:

- ☐ Provider should let ACHC know when you have your minimum caseload.

Step Five

Completed By ACHC:

- ☐ Schedule and conduct an unannounced Initial Medicare Certification survey.
- ☐ Once an approval decision is received, the provider will be granted accreditation for three years.
- ☐ ACHC will notify provider, AHCA, and CMS of its accreditation decision in writing. (CMS will make a decision on granting deemed status after receiving a report from ACHC.)

If any of the above steps are not completed, the survey will not be conducted.

Please note that if your agency is licensed for only non-skilled services, you will need to apply with AHCA and complete the application to add skilled nursing and/or therapy services.