

Documents Required for Durable Medical Equipment (DME) Supplier Accreditation

The following application materials must be completed and submitted in the online application for review:

1. Business Associate Agreement
 - a. Signed by the DME Provider authorized official
2. DME License, Certificate of Occupancy or Permit to Operate
3. Personnel: DME Standards E-1-2
 - a. Authorized Individual:
 - i. Job Description
 - b. Billing/Coding Staff:
 - i. Proof of annual training in billing/coding
 - ii. Job Description
 - c. Technical Staff:
 - i. Proof of 30 Continuing Education credits in sleep, respiratory therapy or other related topics earned in the last three years
 - ii. Job Description
4. Equipment List and Volume
5. Advertising Materials (if applicable)
6. Patient Education Materials
7. Management and Ownership
8. Policies/Procedures
 - a. DME Standards F-1-2, I-1-5, L-1-2, M-1-3: Equipment Policies
 - i. Equipment Delivery and Set-up
 - ii. Option to Rent and/or Purchase Equipment Policy
 - iii. Loaner Equipment Policy
 - iv. Follow-up of Equipment Services Policy
 - v. Equipment Recall Policy
 - vi. Patient Training Policy
 - vii. Equipment Safety and Infection Control Policy
 - viii. Equipment Failure, Repair and Maintenance Plan
 - b. DME Standards B-1-2: Financial Management Policies
 - i. Billing Discrepancy Resolution Policy
 - ii. Charity Policy
 - iii. Standards of Conduct Policy
 - iv. CPT/ICD Code Usage Policy
 - c. DME Standards I-3-4: Emergency Policies

- i. Emergency Plan
 - ii. Accident Investigation Plan
- d. DME Standards J-1-2: Patient Records Management
 - i. Record Maintenance Policy
 - ii. Healthcare professional Order Policy
 - iii. Medical Record Review Audit Policy
- e. DME Standard H-1: Quality Assurance
 - i. Adverse Event Log Template
 - ii. Patient Complaint
 - iii. PAP Compliance
 - iv. Quality Assurance Plan
 - v. Quality Assurance Report