

Documents Required for Sleep Facility Accreditation

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

1. Business Associate Agreement
 - a. Signed by the facility authorized representative
2. Facility License: Standard A-2 (*photocopies are acceptable*)
 - a. Facility License; or Permit to provide healthcare services and Hospital License
 - b. Certificate of Occupancy and/or Building Permit; or
 - c. Attestation signed by facility director (if license/certificate is not required by state or other law)
3. Personnel: Standards B-1-13 (*photocopies are acceptable*)
 - a. Facility Director
 - i. Current Medical License or other Professional License
 1. Valid in the state of the facility and in all states in which patients are seen
 - ii. Board Certification in sleep medicine (or proof of completed fellowship and eligibility to sit for board exam)
 - iii. CME information for 30 AMA PRA Category 1 credits in sleep medicine earned; averaging 10 per year over the past 36 months
 - b. Medical Staff Members
 - i. Current Medical License or other Professional License
 1. Valid in the state of the facility and in all states in which patients are seen
 - ii. CME information for 30 AMA PRA Category 1 credits in sleep medicine earned; averaging 10 per year over the past 36 months
 - c. Technical Staff:
 - i. Registration from one of the following organizations: ABSM, BRPT, or NBRC; OR proof of enrollment/completion of A-STEP or a CAHEEP program
 - ii. Valid CPR certification
 - iii. CEC information for 30 CECs in sleep-related topics earned; averaged 10 per year over the past 36 months.
 - iv. Scoring Personnel: Proof of one of the following certifications/registrations: RST, RPSGT, CPSGT, CRT-SDS OR RRT-SDS
 - d. Employee Background Check Policy
 - e. Technical Staff Training Policy
4. Sleep Facility Letterhead
5. Equipment List

6. Patient Volume Information
 - a. Include for the last 6 months:
 - i. Number of Patients seen by professional staff (initial and follow-up)
 - ii. Number of Patients directly referred for testing
 - iii. Number of Tests Performed
 - iv. Number of Primary Diagnoses Made
7. Copy of Floor Plan
 - a. 8 ½" x 11" with legible dimensions of length and width for all rooms
 - b. Identify purpose of each room (i.e., testing room, control room and bathrooms)
 - c. Include handicap accessibility
8. Advertising Material
 - a. Brochure (if applicable) or confirm advertising does not occur
9. Policies, Procedures Protocols
 - a. Standards C-1-3: Patient Acceptance and Direct Referral Review
 - b. Standards D-13-14 and E-5: Equipment Maintenance and Procedures
 - c. Standards E-1-4: Protocols: Adult and Pediatric (if applicable)
 - i. PSG, HSAT, MSLT, MWT, PAP Titration, Split Night
 - ii. If applicable: Esophageal pressure monitoring, actigraphy, end-tidal CO2 monitoring, transcutaneous CO2 monitoring
 - iii. Any other protocols conducted at the facility
 - d. Standard F-7: Inter-scorer Reliability Policy
 - i. Indicate if facility uses AASM ISR program; if not, submit ISR policy.
 - e. Standards H-2: PAP Assessment Policy
 - f. Standards I-1-4: Emergency Policy
 - i. Medical
 - ii. Internal/external/environmental
 - iii. Emergency Equipment
 - g. Standards J-1-2: Quality Assurance Plan/Report
 - i. Assure listing of indicators identified to be monitored
 - ii. Assure responsibilities of facility director are defined
 - iii. Assure record keeping requirements are defined
 - iv. Most recent Quarterly report for all indicators selected to be monitored, signed by the facility director (for both in-center testing and HSAT)
 - v. Quarterly ISR report should reflect the names of all scoring techs and the facility director/medical staff member board-certified in sleep medicine and show the detail comparison of all 4 parameters
 - h. Standards K-1-7: Safety Policies
 - i. Occupational Safety Policy
 - ii. Hazardous Material Policy
 - iii. Patient Safety Risk Analysis Procedure
 - iv. Significant Adverse Event Procedure
 - v. Mitigation of Risk for Assault