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

   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