



# MEDICARE PROVIDER

**NEW AGENCY SETUP, CONSULTING SERVICES PN SYSTEM 305.818.5940**  
**www.pnsystem.com info@pnsystem.com Cell: 786-514-9352**



### Your Duties:

Corporation (black book)  
Office Rented  
Phone/fax, email  
Zoning letter \* Contract  
Accountant (CPA\*) \$ (Tables, Budget, Business Plan) Insurance\*, Bank account requirement about \$ 57000 (License) \* and for Medicare \$100000 Waste contract, business Lic.  
\* needed for License Application  
Complete all task at:  
**www.homecareoffice.com**

ACCREDITATION APPLICATION  
License APPLICATION  
CLIA APPLICATION, NPI  
Waste Permit application  
(Our Services)

(To start Needed minimum 2 RNs, Administrator and Alt. Adm.)

**COSTS:**  
License Cost: \$2005.00  
Accreditation <- \$ 11500.00 (\$1500.00 application fee)  
Cia \$ 180.00  
Waste \$ 85.00  
MC application \$ 688.00  
Insurance Your CPA

**CONSULTING COST**  
\$ 5999.99 License & Accreditation package (\$1500\* down, \$500/month until paid off)  
\*down payment, not refundable

(about 12 months process)  
(the service is covered until the Provider survey is completed/ approved)

**Your duties:**  
Complete staff AHCA Clearinghouse/ background/ roster

Positions needed: 2 RNs, Administrator and Alternate, 1 HHA, 1 Therapist

\* Insurance (Jorge Machado 786-367-1202) email: [jorge@tzinsurancefinancial.com](mailto:jorge@tzinsurancefinancial.com)

CPAs at <http://pnsystem.com/Consulting.htm> (Daniel CPA 305-801-3929)

Virtual Consulting Web Access  
**www.homecareoffice.com**

Includes: Annual Duties (Strategic Plan, Annual Evaluation, Reports), Monthly/Quarterly duties, QA/PI activities, Human Resources (Staff evals), Minutes, Committees, Emergency Drill, etc.  
**(YOUR DUTIES)**  
(free of charge until full accreditation)

**Your duties:**  
Complete all tasks

All Health Posters (Handwashing, HIPAA, Abbreviations, Non Discrimination, etc)  
Current Year Regulation Poster (included)

**HUMAN RESOURCES**  
All needed forms, application, In-service/ Orientation material  
Evaluations, Handbooks  
Order with us the Staff IDs (Administrator/DON included)

Accreditation duties:  
10 S/U packs/folders,  
3 D/C packs, 3 Staff Handbooks included

All Needed Manuals included:  
Policy & Procedures, Infection Control, Medical Device, Ethic Manual, HIPAA Manual, Emergency Managemnt Plan, etc.  
All needed LOGs (web download)



PN System  
2950 W 84 St. Bay 7  
Hialeah, FL 33018

Medicare:  
Administrator and Alternate must have at least 1 year supervisory experience in Home Health and hold an undergraduate degree, or be RN or MD.  
Computer software \$ extra cost, varies according vendor

AHCA Approval of your Application.  
Office visit for review by us\*  
Accreditation Survey (1 Day)  
Receive your State License

\* Out of Miami area the Agency is responsible for trip costs.

(the service is covered until the Provider survey is completed/ approved, about 8-12 months)

**CONSULTING COST (Existing Agencies only)**  
\$ 4999.99 Full Accreditation Package (1500 down, 500/month until paid off)  
If we help you in your License Accreditation we reduce your cost to \$ 3499.99  
Bank account requirement about \$ 110000.00

Medicare Application (up to 120 days for approval) (Our Services)

**MEDICARE PROVIDER APPLICATION PROCESS.**  
Office visit for review by us\*

### Your Duties:

Current OASIS version encoding using your Home Health Management Software  
Professional QA staff for chart audit, POC, etc.

\* Out of Miami area the Agency is responsible for trip costs.

\* We will not be in your office during survey, as part of our **Consultant Service Certification training**, we are educated that our duty as consultant is prepared your Agency to be ready for any survey, we are not allow to be the voice of your corporation.

All Needed Manuals included:  
Wound Care Protocol, Fall Prevention, Pain Management, Respiratory Care, Psychiatric Manual, etc.

After 3 days survey (7 Active patients, 3 D/C, Plan of Correction (if needed, included up to 5 deficiencies), receive your Provider.

**Your duties:**  
Hire a qualified QA staff



# STEP BY STEP PROCESS



*(Existing Agencies process start in step 20)*

1. **Rent office** (no space or location requirement, only go to City Hall, Zoning Department and ask for **Zoning Letter**, that state that a business is approval in that location.
2. Add Office phone, fax and Agency email.
3. Create a corporation that **match office address**, if already exist, change address to match your office address (sunbiz.org)
4. Obtain **Tax ID from IRS, matching office address**, if already exist change address to your office address, by calling the IRS phone number in the letter that you received with your TAX ID.
5. We will email to you, the data that we need to apply for the NPI and AHCA application. All required manuals are included.
6. NPI process may take up to 10 days, please forward to us all email that you may received from them.
7. After NPI number is generated, we will complete the AHCA Application, will be emailed to you with step by step instructions, (share copy of the application with the CPA that will create your Financial Schedule and Business Plan).
8. We will complete the Accreditation application, (ACHC), down payment \$ 1500.00.
9. You will need: Lease copy, Insurance Certificate, (if LLC company agreement paperwork for LLC companies).
10. After the application is signed by owner or administrator, and you have all requires addendum, **please stop in my office to review everything before you mail the application to AHCA**. (Outside Miami customer we will review by phone all required documents).
11. AHCA may take up to 30 days to review your application, usually doesn't take so long, you must review daily the agency email to check any email from AHCA
12. You will receive an email from AHCA (Omission letter), that must be answered within 21 days, please forward the email to us, to be sure is correctly answered (only 1 chance for correction). The Agreement with AHCA for criminal background check, and staff roster must be complete, you must enter owners & staff in AHCA site.
13. With the Omission letter you can request the Survey for State License to the Accreditation Company (ACHC) by email them the Omission letter and state that they schedule your survey (announced)
14. In the meantime we will create staff applications (that you staff must complete), and the first manuals.
15. You **must complete some Reports, minutes, staff trainings** in our Virtual Consulting website.
16. Will be emailed to you an Emergency Agreement with another Home Health, needed to create the Emergency Plan, we will submit to State for approval. CLIA & Biomedical Waste License applications will be competed.
17. Email staff picture to us, that will be in you office during survey, to create the ID badges.
18. About 7-10 days before the survey date, I will go to your office to review all applications, and **practice the survey** (the Administrator must be there). (Outside Miami customer we will review by phone or Zoom).
19. After accreditation survey, AHCA will email to you your License. (Please email survey results to AHCA.)
20. We will email the data needed for **Medicare application** (all documents must emailed to us in PDF format). When we have all require information we will complete in PECOS the Medicare application. Funds in bank account must be up to \$ 100000.00.
21. Palmetto GBA (Medicare fiscal in Florida) have up to 120-180 days to review the application, usually doesn't take so long, you must review daily the Agency email for communication from Palmetto, and always forward to us. After review you will receive an email from Palmetto with the Application approved.
22. You will have 12 months to be ready for second survey with 10 patients (3 D/C and 7 Actives), and receive full 3 years accreditation. You must complete all reports in the Virtual consulting web site, that will be available to you until you pass the second survey. (You must hire a **Good QAPI staff**, it is very important)
23. After Medicare application is approved, you can request the second survey (unannounced, usually 45-60 days after the survey has been requested by you), to the Accreditation by emailing the Palmetto approval letter and a form that we will email to you. **We will visit your office for survey ready check up**, and questions, review. (Outside Miami customer we will review by phone or Zoom). The surveyor will visit at least 3 patients to check service provided.
24. After successfully pass the second survey, the Accreditation will recommend your Provided, and Palmetto will generate your provider letter, you will have a visit from Medicare to take pictures of your office.
25. Before to provide to you the billings rights/credentials, Palmetto may request proof of your funds again (about \$100000.00), and will conduct visit to your office and take some pictures.

**Consulting Payment Terms: \$ 1500.00 down payment, then \$ 500.00 a month until paid off.**