



**NON SKILLED AGENCY\*\* CONSULTING SERVICES PN SYSTEM 305.818.5940**  
**www.pnsystem.com info@pnsystem.com Cell: 786-514-9352**

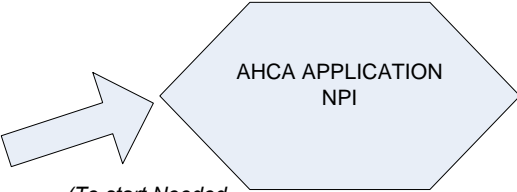


**\*\* The Non Skilled License can't be upgraded to Skilled**

**Your Duties:**  
 Corporation (order Black Book)  
 Office Rented, Phone/fax, email  
 Zoning letter, Contact  
 Accountant (AHCA Financial  
 Tables, Business Plan) Bank account  
 requirement about  
 \$ 45000 - \$ 50000  
 Insurance \$ 250000 per claim  
 Business License

\* 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)

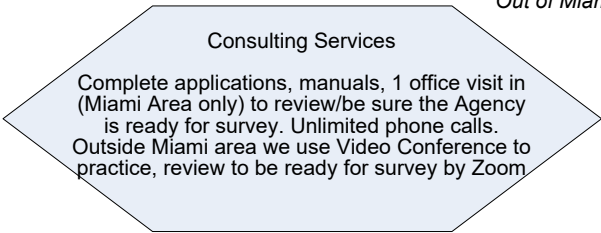


(To start Needed  
 minimum 2 RNs, 1  
 HHA, Administrator  
 and Alt. Adm.)

**COSTS:**  
 License Cost: \$1705.00  
 Special assessment \$300.00  
 (\$2005.00)  
 Insurance  
 cost Complete CPA  
 cost cost

**CONSULTING COST\$**  
 2749.99 License package  
 (\$1500\* down, \$ 500/month  
 until paid off)  
 \* down payment, not refundable

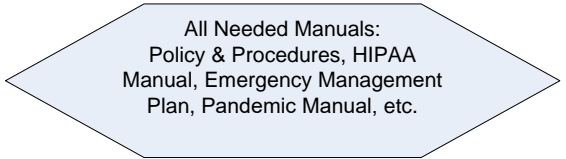
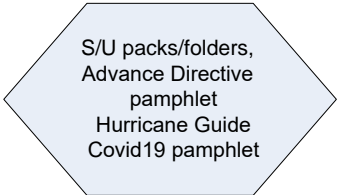
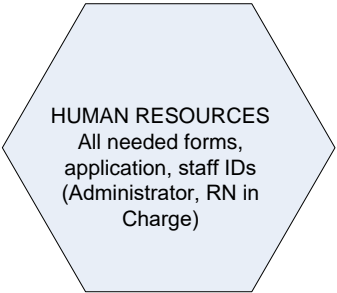
staff AHCA  
 Clearinghouse/ \* your duties  
 background/Roster



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



Order from us the Yearly  
 Regulation Poster  
 (\$ 29.99 set) for future  
 years



\* full process take 4 - 6 months (Emergency Plan must be submitted before survey)

\* 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.



# STEP BY STEP PROCESS



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
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 emaled 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. You will need: Lease copy, Insurance Certificate, (if LLC company agreement paperwork for LLC companies).
9. After the application is signed by owner or administrator, and you have all required addendums, **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).
10. 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
11. 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 clearinghouse site.
12. In the meantime we will create staff applications (that you staff must complete), and the first manuals. All required manuals are included.
13. 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.
14. After AHCA approve the application (will emailed to you the approval letter directly from AHCA), you must call your AHCA local office to setup the Survey appointment, or they will call you with survey date.
15. Email staff picture to us, that will be in you office during survey, to create the ID badges.
16. 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).
17. After survey, AHCA will email to you your License.

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