



**NURSE REGISTRY**

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

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

**Your Duties:**  
Corporation (order Black Book)  
Office Rented, Phone/fax, email  
Zoning letter, (Business License  
not needed for application),  
Contact Accountant CPA  
(Financial Projection)  
Bank account requirement about  
\$ 45000.00 - 55000.00

**NPI APPLICATION  
AHCA APPLICATION**

**COSTS: AHCA**  
License Cost: \$2000.00  
  
CPA Cost \$ 850.00  
  
**Your Duties:**  
Complete  
staff AHCA  
Clearinghouse/  
background - roster

**CONSULTING COST**  
\$3249.99 **License package**  
( \$1500\* down,  
\$500/month until pay off)  
  
\* down payment, not refundable

*\* your duties (Mail your application,  
Call AHCA, if needed, for survey  
schedule, application status, etc.)*

\* Administrator & Alternate must be MD, RN, or  
one year experience as supervisor in Nurse  
Registry, Home Health, Nursing Home,  
Hospital, ALF, etc. (2 RNs needed)

CPAs: <https://pnsystem.com/>  
(Daniel CPA 305-801-3929) \$ 850.00-1500.00

**Consulting Services**  
Complete applications, manuals, 1 office visit  
to review/be sure the Registry is ready for survey  
  
Unlimited phone calls

All Health Posters  
(Handwashing, HIPAA,  
Non Discrimination, etc)  
  
Order from us the Yearly  
Regulation Poster  
(\$ 29.99 set)

**HUMAN RESOURCES**  
All needed forms,  
application, In-service/  
Orientation material  
Evaluations Order with us  
the Staff IDs (not included,  
\$ 5.00 each)

S/U packs/folders,  
Advance Directive  
pamphlet  
Hurricane Guide

All Needed Manuals:  
Policy & Procedures, Infection Control, Medical  
Device, HIPAA Manual, Emergency  
Management Plan, etc.  
All needed LOGs

AHCA Approval of your  
Application.  
Survey, Receive your State  
License

\* Payment is due in Full when we are ready to provide/delivery all needed Manuals including the Policy & Procedures

\* 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 Registry 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.
8. You will need: Lease copy, (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 site.
12. In the meantime we will create staff applications (that your staff must complete), and the first manuals. All required manuals are included.
13. Will be emailed to you an Emergency Agreement with another Registry or 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. After that you can apply for Medicaid, we will email instructions.

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