



PRIVATE DUTY

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

CHAP
 Certified Consultant

*(can provide services to private insurance, private pay, aide, nursing, therapy) * you can apply for Medicaid provider (not included)*

Your Duties:

Corporation
 (order Black Book)
 Office Rented, Phone/fax,
 email, Zoning letter, Contract
 Accountant(CPA) (Financial
 Proj. and Business Plan)
 Insurance, Waste contract
 Bank account requirement about
 \$ 57000.00 - 60000.00
 Business License

*(To start Needed minimum
 2 RNs, Administrator and
 Alt. Adm., DON, must
qualify)*

ACCREDITATION
 APPLICATION
 AHCA APPLICATION
 CLIA APPLICATION, NPI
 Waste Permit

COSTS:

License Cost: \$2005.00
 Accreditation <=> \$ 11000.00
 (Accr. App. fee \$ 1500.00)
 CLIA \$ 248.00 Waste \$ 85.00
 Insurance \$ 1700.00 CPA
 \$ 850.00-\$1500.00

CONSULTING COST

\$ 4500.00 **License package**
 (\$1500.00* down, \$500/
 month until pay off)

** down payment, not refundable*

Complete
 staff AHCA
 Clearinghouse/
 background/roster

**your duties (email docs needed for
 your application, Call, email
 accreditation/AHCA/NPI, if needed, for
 survey schedule, application status, etc.)*

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

Insurance: Jose Maurisset at 786-290-2547

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

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

HUMAN RESOURCES

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

Your duties:
 Complete
 all tasks.
 Apply for MEDICAID
**after license is issue
 Complete contracts
 with insurance.*

Accreditation duties:
 ACHC... PER
 5 S/U packs/folders,
 2 D/C packs, 3 Staff
 Handbooks included

Your
 duties:
 Hire a
 qualified
 QA staff



All Needed Manuals:
 Policy & Procedures, Infection Control, Medical
 Device, Ethic Manual, HIPAA Manual,
 Emergency Managemnt Plan, etc.
 All needed LOGS

CHAP
 VERIFIED

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.*

**Second Survey for FULL Accreditation
 (PRIVATE DUTY)
 CONSULTING COST
 INCLUDED**

*You must have a professional QA staff
 to create the POC, audit charts, etc.*

Need for survey 5
 patients, 3 actives
 2 D/C.

Office visit for review by us
 Before survey

Your Duties:

Home Health
 Management Software
 Contract good QA staff

** 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:
 Wound Care Protocol, Fall Prevention, Pain
 Management, Respiratory Care, Psychiatric
 Manual, etc.

After 1 days survey (3.
 Active patients, 2 D/C,
 Plan of Correction (if
 needed, included up to 5
 deficiencies), receive your
 full accreditation



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. All required manuals are included.
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. Application after you have all requires documents, will be completed in AHCA portal. Remember Both RN must have at **least 1 and 2 years' experience and not hold any ADMINISTRATIVE position** in other place.
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. CLIA & Biomedical Waste License applications will be completed.
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.
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, we will have a meeting in our 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.) In the meantime you can apply for Medicaid, instructions will be emailed.
20. You **will have 12 months to be ready for second survey** with 5 patients (2 D/C and 3 Actives), and receive full 3 years accreditation. The surveyor will visit at least 1 patient to check service provided. 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). IF you planning to apply for Medicaid you must be Deemed Status (**10 patients survey**)

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