

DMEPOS supplier Accreditation Proposals from Independent Accreditation Organizations

Instrument – List of Reporting Requirements

The following is a list of the reporting requirements associated with this ICR:

- (1) A list of the types of DMEPOS suppliers, and a list of products and services for which the organization is requesting approval.
- (2) A description of the duration of accreditation.
- (3) A detailed comparison of the organization's accreditation requirements and standards with the applicable Medicare DMEPOS quality standard requirements such as a crosswalk.
- (4) A detailed description of the organization's survey process including--
 - Frequency of the surveys performed.
 - Procedures for performing unannounced surveys.
 - Copies of the organization's survey forms, guidelines and instructions to surveyors.
 - Accreditation survey review process and the accreditation status decision-making process to include process for deficiencies identified with accreditation requirements and procedures used to monitor the correction of deficiencies found during an accreditation survey.
 - Procedures used to notify accredited facilities of deficiencies and the procedures used to monitor the correction of deficiencies in accredited facilities.
 - Policies and procedures used when an organization has a dispute regarding survey findings or an adverse decision.
 - Procedures for coordinating surveys with another accrediting organization if the organization does not accredit all products the supplier provides.
- (5) Detailed information about the individuals who perform surveys for the accreditation organization including--
 - The size and composition of accreditation teams for each type of provider and supplier accredited.
 - The education and experience requirements surveyors must meet.
 - The content and frequency of the in-service training provided to survey personnel.
 - The evaluation systems used to monitor the performance of individual surveyors and survey teams.
 - Policies and procedures regarding an individual's participation in the survey or accreditation decision process of any organization with which the individual is professionally or financially affiliated.
- (6) A description of the organization's data management and analysis system for its surveys and accreditation decisions, including the kinds of reports, tables, and other displays generated by that system.
- (7) The organization's procedures for responding to and for the investigation of complaints against accredited facilities including policies and procedures regarding coordination of these activities with appropriate licensing bodies (that is, National Supplier Clearinghouse, CMS, and ombudsmen programs).
- (8) The organization's policies and procedures for the withholding or removal of accreditation status for facilities that fail to meet the accreditation organization's standards or requirements, and other actions taken by the organization in response to noncompliance with its standards and requirements. These policies and procedures must include notifying CMS of facilities that fail to

meet the requirements of the accrediting organization.

(9) A description of all types and categories of accreditation offered by the organization, the duration of each type and category of accreditation, and a statement specifying the types and categories of accreditation for which approval of deeming authority is sought.

(10) A list of all currently accredited companies, the type and category of accreditation currently held by each company, and the expiration date of each company's current accreditation.

(11) A list of all accreditation surveys scheduled to be performed by the organization.

(12). A plan for considering the small business organizations related to burden and cost.

The accreditation organization must also submit the following supporting documentation—

(1) A written presentation that demonstrates the organization's ability to furnish CMS with electronic data in ASCII comparable code.

(2) A resource analysis that demonstrates that the organization's staffing, funding, and other resources are adequate to perform the required surveys and related activities.

(3) A statement acknowledging that, as a condition for approval of deeming authority, the organization will agree to—

- Prioritize surveys for those suppliers in the 10 Metropolitan Statistical Areas that need to bid in late 2007.
- Prioritize surveys for those suppliers in the 80 Metropolitan Statistical Areas that need to bid in early 2008.
- Take into consideration any previous accreditation, certification, and/or licensure findings that indicate that DMEPOS quality standards are being met at the time the accreditation organization surveys the supplier.
- Use the streamline process that considers only use of the DME quality standards for compliance and the unannounced process.
- Notify CMS, in writing, of any company that has had its accreditation revoked, withdrawn, or revised, or that has had any other remedial or adverse action taken against it by the accreditation organization within 30 calendar days of any such action taken.
- Notify all accredited suppliers within 10 calendar days of CMS' withdrawal of the organization's approval of deeming authority.
- Notify CMS, in writing, at least 30 calendar days in advance of the effective date of any proposed changes in accreditation requirements.
- Submit to CMS, within 30 calendar days of a change in CMS requirements, an acknowledgement of CMS' notification of the change, as well as a revised crosswalk reflecting the new requirements, and inform CMS about how the organization plans to alter its requirements to conform to CMS' new requirements.
- Permit its surveyors to serve as witnesses if CMS takes an adverse action based on accreditation findings.
- Notify CMS, in writing, within 2 calendar days of a deficiency identified in any accreditation entity where the deficiency poses an immediate jeopardy to the entity's beneficiary's or a hazard to the general public.
- Provide, on an annual basis, summary data specified by CMS that relates to the past years accreditation and trends.
- Attest that the organization will not perform any DMEPOS accreditation surveys of Medicare participating suppliers with which it has a financial relationship with or

interest.

- Conform accreditation requirements to changes in Medicare requirements.