NEW MEXICO PROCESS OF INITIAL ACCREDITATION AND STATE LICENSURE

STEP ONE — PROVIDER SHOULD:

☐ Obtain Accreditation Commission for Health Care (ACHC) Hospice Standards through Customer Central at cc.achc.org
☐ Review ACHC Accreditation Standards and begin compiling policies and procedures
☐ Obtain the New Mexico regulations for hospices by contacting the New Mexico Department of Health (NMDOH) Program Operations Bureau (POB)

STEP TWO — PROVIDER SHOULD:

☐ Submit a completed ACHC accreditation application
☐ Submit a $1,500 deposit
☐ Review and sign the ACHC Agreement for Accreditation Services and Business Associate Agreement

STEP THREE — ACHC SHOULD:

☐ Once ACHC receives the above items, an In Process letter will be sent to the provider

STEP FOUR — PROVIDER SHOULD:

☐ Complete NMDOH Hospice Licensure & Medicare Certification Application and submit to NMDOH with any additional information required by the state

STEP FIVE — NMDOH SHOULD:

☐ NMDOH will follow its current process when an initial application is received
☐ If the facility's documentation is found to be in compliance, NMDOH will issue a temporary license and allow the hospice to begin admitting patients

STEP SIX — INITIAL MEDICARE CERTIFICATION PROVIDER SHOULD:

☐ Submit an 855A application to CMS
☐ Start developing patient caseload
☐ Obtain approval letter for the 855A application and submit copy of approval letter to ACHC
☐ Acquire minimum patient caseload: 5 patients served, 3 patients active at time of Initial Medicare Certification survey
☐ Provide all core services

STEP SEVEN — PROVIDER SHOULD:

☐ Once provider is ready for survey, the provider will contact both ACHC and NMDOH in writing and request a survey from ACHC as the authorized licensing authority representative of NMDOH to provide an initial accreditation survey
Step EIGHT — **ACHC SHOULD:**

- Schedule and conduct unannounced Initial Licensure and Medicare Certification survey
- Once an approval decision is received, the provider will be granted accreditation for three years
- Notify provider, NMDOH, and CMS of its accreditation decision in writing (CMS will make a decision on granting deemed status after receiving a report from ACHC)
- If NMDOH agrees with ACHC decision, NMDOH will issue an annual license for one year

**If any of the above steps are not completed, the survey will not be conducted.**