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ITEMS NEEDED FOR ON-SITE SURVEY

CUSTOMIZED FOR CLINICAL RESPIRATORY CARE SERVICE (CRCS), FITTER, HOME/DURABLE MEDICAL EQUIPMENT (HME) MEDICAL SUPPLY PROVIDER (MSP), COMPLEX REHABILITATION & ASSISTIVE TECHNOLOGY SUPPLIER (RTS)



Below are items that the Surveyor will review during your on-site survey. Please have these items available for your Surveyor prior to his or her arrival to expedite the process. If you have any questions, please contact your Account Advisor.

- Policy and procedure manual
- Current list of clients/patients with equipment type and service dates or a copy of a Medicare Explanation of Benefit (EOB) / payment documents from the past six months to allow the Surveyor to choose client/patient files
- Today's delivery/in-store appointment schedules (provide the Surveyor the schedule on the day of the survey),
- Discharge/transfer client/patient list for past 12 months or since the start of operation if less than one year
- Personnel list with title, discipline, and start date (including direct care contract personnel)
- Admission packet and educational materials given to clients/patients
- Personnel meeting minutes for the past 12 months
- Surety bond
- Proof of vehicle insurance (company-owned vehicles)
- Verification of current licensure of oxygen supplier, if applicable
- Governing body meeting minutes for the past 12 months, if applicable

ACHC Standard	Required Item	Located
Multiple	Access to policies and procedures manual with the following policies and procedures flagged: <ul style="list-style-type: none"> • DRX2-4A Grievance/complaint process • DRX2-5A Health Insurance Portability and Accountability Act (HIPAA) policies and procedures • DRX2-9A Compliance Program • DRX4-7A Competency assessments • DRX5-5B,C,D – Client/patient education • DRX6-1A Performance Improvement (PI) Program/policies • DRX6-3F/7-11A Handling incidents • DRX7-12B, C Equipment storage, cleaning, testing, repairs, maintenance, tracking, recalls, etc. 	
DRX1-1A	Copy of current applicable licenses or permits	
DRX1-2A	List of governing body members, documentation of orientation, and signed confidentiality statement(s)	
DRX1-4A	Résumé/application of leader that shows he or she is qualified and Job description of general manager/leader Job description and orientation for temporary leader	
DRX1-5A	Organizational chart	
DRX1-7A	All required federal and state posters are placed in a prominent location	

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ACHC Standard	Required Item	Located
DRX1-10A	Prior regulatory inspection reports (i.e., National Supplier Clearinghouse (NSC), Medicare, and fire department)	
DRX2-1A	Marketing materials	
DRX2-4B	Grievance/complaint log** (or plan to enact this standard once accredited)	
DRX2-5C	Business Associate Agreements (BAAs)	
DRX2-9A	PI activity to monitor the Compliance Program	
DRX2-10A,B,C, DRX4-9C	On-call calendar/logs	
DRX3-1A	Annual operating budget**	
DRX3-4A	Listing of client/patient care charges	
DRX4-1C	Personnel records contain evidence of the items listed in the standard	
DRX4-2I	Employee handbook or personnel policies	
DRX4-7A	Competency evaluation** and/or training materials (if applicable)	
DRX4-8A	Evidence of ongoing education** and written education plan	
DRX4-11C	Contracts for direct care personnel, including copies of professional liability insurance certificates	
DRX5-1A(Review client/patient records in advance of survey for required contents)	Client/patient records contain information according to the requirements specified in this standard and as specified in other standards pertaining to client/patient record information (DRX2-1, 2-2, 2-4, 2-5, 2-6, 3-4, 3-5, 3-6, 5-1, 5-2, 5-3, 5-4, 5-5, 5-7, 5-8, 5-9, 5-14, 5-15, 5-16, 7-4, 7-10, 7-12, 7-15, 7-16)	
DRX5-12A	Referral log or similar tool	
DRX6-1A, DRX6-2A, DRX6-3B-G	Performance Improvement (PI) Program , data collection tools** and plans of correction**	
DRX6-1D	PI annual report** (if PI Program has been in place >1 year)	
DRX6-3F, DRX7-11A	Incident reports/logs**	
DRX7-1A	TB prevalence rates for all counties served**, TB exposure control plan and Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens plan, and infection control educational material for clients/patients	
DRX7-4A	Emergency disaster plan and results of emergency disaster drill** (n/a for MSP)	
DRX7-5B	Report of annual fire drill** and emergency power tests**	
DRX7-6B	Access to Safety Data Sheets (SDSs)	
DRX7-11A	OSHA forms 300, 300A, and/or 301 (if applicable)	
DRX7-12B, D	Cleaning, testing, and maintenance logs of any rental equipment and equipment used in the provision of care and recall records	
DRX7-13A	Oxygen transfill policies and procedures, batch production, and maintenance records (HME)	
DRX4-11C	Contracts for direct care personnel including copies of professional liability insurance certificates	
DRX6-1A, DRX6-2A, DRX6-3B-G	PI Program, data collection tools,** and plans of correction**	

** Provide for the past three years if a renewal