

REQUIRED DOCUMENTATION LIST

FACILITY /LICENSE INFO

- List of all owners and management with day-to-day control to include list of owners and management with day-to-day control to include name and title
- Compliant policy/procedure
- Valid State and federal license
- Business Liability insurance
- Oxygen permit
- Pharmacy license
- State DME permit
- Surety bond
- Proof business customers and employees covered by comprehensive liability insurance
- Current certificate of Insurance with NSC as the certificate holder

RECORDS AND TELEPHONE

- Records showing physician ordering/referral documentation
- Beneficiary communication. i.e., questions received from beneficiaries and progress notes
- Documentation of delivery
- Documentation of maintenance, repairs, or exchanges
- Proof of equipment warranty
- Proof beneficiaries may rent or purchase inexpensive or routinely purchased equipment, and of the capped rental policy
- Proof beneficiaries are provided with written information and instructions on how to use Medicare covered items safely and effectively
- Written complaint policy/procedure established and document for logging complaints
- Business phone number other than cell listed in local telephone directory under business name

LICENSING/CERTIFICATION

- Proof if you provide custom fitted or fabricated orthotic and prosthetic items
- Proof if you fabricate items onsite
- Proof that diabetic footwear is provided
- Proof if you provide oxygen or oxygen related equipment
- Service contract with other suppliers if applicable

INVENTORY

- Show where inventory is stored onsite
- Proof if other types of health insurance is accepted
- Proof of durable medical equipment is rented
- Documentation regarding custom fitted or fabricated orthotic and prosthetic items