

Document Request List

Note: This is a guideline. Additional information may be requested depending on the Scope of Services (discipline/services provided).

Requested	ITEMS	HME	PHARM	COMMENTS	Provided
	Service Specific				
	# of Clients Served	*	*	New clients for the past 12 months	
	List of Active Clients	*	*	Include SOC, DX, Services	
	List of Discharged Clients	*	*	past 30 - 60 days	
	List of scheduled Visits/Deliveries	*	*		
	List of Personnel Active/Term Direct	*	*	Include DOH, Title/Discipline	
	List of Contract Staff	*	*		
	List of Products	*	*	Rx as applicable	
	All Contracts	*	*	Includes interpreter	
	Sample Setup Folder	*	*	RX as applicable	
	Copy of Bag Technique Policy	*	*		
	Copy of Handwashing Policy	*	*		
	Quality Documents				
	QAPI Meeting Minutes	*	*		
	Patient Experience Surveys	*	*		
	Performance Improvement Projects	*	*		
	Clinical Record Audits	*	*		
	Complaint and on-call logs	*	*		
	Recent survey results as applicable	*	*	Visit from State or CMS Since last Comprehensive visit	
	Recent Annual Evaluation	*	*		
	Policies and Procedures				
	Clinical Policy Manual	*	*	Service Specific	
	Operational Policy Manual	*	*		
	Personnel Policy Manual	*	*		
	Administrative Policy Manual	*	*		

Requested	ITEMS	HME	PHARM	COMMENTS	Provided
	Infection Control/Exposure Policies	*	*		
	Personnel Policy Manual	*	*		
	Administrative Policy Manual	*	*		
	Infection Control/Exposure Policies	*	*		
	Governance Documents				
	List of Governing Body members and positions	*	*		
	Annual Conflicts of Interest of Statements	*	*		
	Bylaws/Articles of Incorporation	*	*		
	Strategic Plan	*	*		
	Governing Body meeting minutes	*	*		
	State, Business Licenses	*	*	As Applicable	
	855-S/PTAN Approval	*	*	Initial agencies as applicable	
	Mission Statement	*	*		
	Scope of Services	*	*		
	Financial Documents				
	Capital Expenditure Plan	*	*		
	Operational Budget	*	*		
	Insurance Coverage/Surety Bond	*		Includes Rx with HME Service	
	Last Financial Statement Review (External)	*	*		
	Billing/Coding Error Reports	*	*		
	Operational Documents				
	Organizational Chart	*	*		
	Job descriptions	*	*		
	Emergency Preparedness Plan	*	*		
	Orientation Program	*	*		
	Clinical Competency Documentation	*	*		
	Annual In-service Education Provided	*	*		