

Home Medical Equipment Document Request List

Note: This is a guideline. Additional information to include State specific requirements (as applicable) may be requested at any time during the site visit.

***Denotes policies/documents to be provided within first 2 hours of site visitor arrival**

Standard	ITEMS	COMMENTS
	General Documents/Information	
CII.2; HMEII.2	*Scope of products and Services	Identifies the services and products available and accessible to clients.
NA	*# of Clients Served	Clients served within the past 12 months
NA	*List of Clients provided service within the last 12 months	Include SOC, DX, Services/Products provided
NA	*Current Visits/Delivery Schedule	
NA	List of Personnel Active/Termed	Include DOH, Position/Discipline
CIII.2 HMEIII.2	All Contracts	List of Contract Staff and Interpretive Services
CII.1 HMEII.1	*Sample Setup Folder	Include language specific documents
	Quality Documents	
CII.8; HMEII.12	Complaint and On-call Logs	
CII.6 HMEII.9; CII.6f; CIV.2	Performance Improvement Projects /Activity	Billing and Coding Errors; Annual Evaluation of Organizations Performance, Client Record Review; Patient Satisfaction Surveys; Infection Control Surveillance, Adverse Events
	Most Recent Survey Results	From local, State or federal agency
HMEII.9	Performance Improvement Meeting Minutes	Last 12 months
	Policies and Procedures	
CI.5 HMEI.5; CII.2 HMEII.2; HMEII.9	Policy Manual(s): <ul style="list-style-type: none"> • Service Specific Policies • Human resources • Administrative • Operational • Clinical (as applicable) 	Infection Control, *Hand washing and bag technique policy; Emergency Preparedness; QAPI;
	Governance Documents	
CI.2	List of Governing Body (GB) members and positions	GB may consist of 1 or more persons depending on the size and scope of the agency

Standard	ITEMS	COMMENTS
CI.4	Governing Body meeting minutes	
CIV.1	Strategic Plan	
CI.2 HMEI.2	*Service or Business Licenses	As applicable per State requirements
CI.2	Annual Conflicts of Interest of Statements	
CI.4	Bylaws/Articles of Incorporation	
Ci.1	Mission Statement	
	Financial Documents	
CIII.3/ HMEIII.3	Operational Budget	
CIII.3 HMEIII.3	Capital Expenditure	
HMEI.2	*Insurance Coverage/Surety Bond	As applicable
CIII.3	Last Financial Statement Review (External)	
	Operational Documents	
CI.3	*Organizational Chart	
	Training and Competency Program	
CIII.1 HMEIII.1	Orientation Program	
CIII.1 HMEIII.1	Clinical /Technical Competency Documentation	As applicable
CIII.1 HMEIII.1	Annual In-service Education Provided	As applicable per State requirements per discipline
CII.3 HMEII.3	Emergency Preparedness Plan	All elements of the standard including implementation and testing.