

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	
DMEPOS AM.5	*Scope of products and Services	Identifies the services and products available and accessible to clients.
NA	*Setups in last 12 months	Setup Logs/Route Sheets
NA	*Current Visits/Delivery Schedule	Deliveries or setups scheduled for days site visitor is onsite
NA	List of Personnel Active/Termed	Include DOH, Position/Discipline
DMEPOS AM.2	All Contracts	Contracts for services provided on agency behalf
DMEPOS SS.12 DMEPOS CC.1	*Sample Setup Folder	Include language specific documents
	Quality Documents	
DMEPOS CC.3	Complaint and On-call Logs	
DMEPOS PI.1-4	Performance Improvement Projects /Activity	Billing and Coding Errors; Annual Evaluation of Organizations Performance, Client Record Review; Patient Satisfaction Surveys; Infection Control Surveillance, Adverse Events
DMEPOS AM.7	Compliance Plan	

Standard	ITEMS	COMMENTS
	Policies and Procedures	
DMEPOS AM.2 DMEPOS AM.10-11	Policy Manual(s): <ul style="list-style-type: none"> • Service Specific Policies • Human resources • Administrative • Operational • Clinical (as applicable) 	Infection Control, *Hand washing Infection Control Practices in the office and Field; Emergency Preparedness; QAPI;
	Governance Documents	
DMEPOS AM.1	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
DMEPOS AM.6	*Service or Business Licenses	As applicable per State requirements
	Financial Documents	
DMEPOS AM.8	Accounts Management	
DMEPOS AM.9	Operational Budget	
	Operational Documents	
DMEPOS AM.2-4; DMEPOS AM. 7	*Organizational Chart	
DMEPOS AM.10	Job Descriptions	All positions
DMEPOS AM.11	Orientation; Training and Competency Program	For Clinical and Technical staff
DMEPOS EM.1-2	Emergency Preparedness Plan	All elements of the standard including implementation and ongoing review process