

Instructions - Application Documents to the NABP

Documents/Information

To complete the NABP's online application, you will need to have the following information or documents available.

1. License Number of Pharmacy
2. License Number of Pharmacist in Charge
3. License Number of Compliance Officer (if applicable)
4. Medicare Supplier Billing Number
5. Medicaid Provider Number
6. National Provider Identifier (NPI number)
7. NCPDP Number
8. Date of Last Board of Pharmacy Inspection

Supplemental Documents

You will need to supply these Supplemental Documents to the NABP so that they can verify compliance to the CMS standards.

Prior to beginning this process, if you have not already done so, you should copy the entire disk (HME Version III policy and procedure manual and Accreditation DIY kit) CD to your computer's hard drive so that you can change and customize the documents to accurately reflect your company's practices. Changes cannot be made to the CD ROM directly.

1. Copy of most recent Board of Pharmacy Inspection Report

This document is specific to your company and not included on the disc. To upload it you will need to scan it into a digital format in order to send it online via computer to the NABP site

2. Organizational Chart of DMEPOS Pharmacy

This document is specific to your company and not included on the disc. Create a simple organizational chart that list all DMEPOS related employees and their reporting relationships to supervisors, managers, or owners of the company. Once in digital format you can upload it to the NABP web site as part of the application process.

3. Description of Corporate / Ownership and Control Information

This document is specific to your company and not included on the disc. If it is not already in a digital format you should scan it into a digital format for uploading. You may use your articles of incorporation for this purpose.

4. Job Description for Compliance Officer

Open the “Accreditation DIY Kit” folder → open the folder “Admin – Operational”
→ Open the word document “Corporate Compliance Plan & CCO JD.doc”.

The Compliance Officer Job Description is the last three pages of the corporate compliance plan. You will also need to submit your company’s “compliance plan” which is the rest of this document. Have ownership/upper management carefully complete, edit and review the Compliance Plan to include your company information prior to uploading this important document.

5. Job Description/Requirements/Education for DMEPOS staff

Open the “Accreditation DIY Kit” folder → Open the “Personnel files – Competency” folder → Open the folder titled “Job Descriptions”

There are numerous generic job descriptions in this folder that are typical for pharmacies. Carefully review and edit the job descriptions as needed for each employee that is involved in the DMEPOS portion of your business. This may be all employees, or it may be a subset of your employees.

Upload only the job descriptions for positions apply to your company, and only after they have been customized to accurately reflect the jobs of those employees.

In addition, Open the “HME Version III policy and procedure manual” folder → Open the folder “CMS Human Resources” folder → Upload all word documents in that folder.

6. Copy of a fiscal year operating budget

This document is specific to your company and not included on the disk. However, a sample budget is included for your review. If you do not have a current budget you can create one by taking your last year’s P&L statement from your accountant and increasing the numbers by 10-25% to set a budget goal for the current year. If it is not already in a digital format you should scan it into a digital format for uploading.

A sample budget is provided on the disk in the following location: Open the “Accreditation DIY Kit” folder → open the folder “Admin – Operational” → Open the Excel file “Sample Budget Documents.xls”.

7. Copy of Balance Sheets and Profit/Loss Statements

This document is specific to you and not included on the disc. You should be able to obtain these from your accountant or tax preparer. If these are not already in a digital format you should scan it into a digital format for uploading.

8. Copy of Performance Management Plan

Open the “HME Version III policy and procedure manual” → Open the folder “CMS Performance Management” folder → Upload the word document titled “Performance Improvement Program” and the word document titled “NABP accreditation program.”

In addition, prior to survey you will need to complete the performance improvement requirements described in the Performance Improvement Powerpoint presentation slides in the “Accreditation DIY Kit” folder, “Seminar Training Slides.” Sample templates are included in “Accreditation DIY Kit” folder → “Performance Improvement.”

9. Copy of Disaster/Contingency Plan

Open the “HME Version III policy and procedure manual” → Open the folder “CMS Product Safety” → Upload the word document titled “Emergency Preparedness Plan”

Policies and Procedures

1. Business practices including risk management, satisfaction audits, compliance rules, etc.

Open the “HME Version III policy and procedure manual” folder → Open the folder “CMS Administration” folder → Upload all word documents in that folder.

2. Beneficiary complaint reporting, response and notification

Open the “HME Version III policy and procedure manual” folder → Open the folder “CMS Consumer Services” folder → Upload all word documents in that folder. DO NOT upload the folder “Documentation forms.” These are forms that you must customize for your company to meet the patient documentation requirements described in the “Patient Documentation” seminar training slides.

3. Equipment and item management

Open the “HME Version III policy and procedure manual” folder → Open the folder “CMS Product Safety” folder → Upload all word documents in that folder.

4. Initiation of investigation of complaints

Open the “HME Version III policy and procedure manual” folder → Open the folder “CMS Consumer Services” folder → upload the word document titled “Complaint/Incident Documentation”

5. DMEPOS training/instruction/consultation provided to beneficiaries

Open the “HME Version III policy and procedure manual” folder → Open the folder “CMS Training Instruction” folder → Upload all word documents in that folder.

6. Medicare/3rd Party Billing Policy and Procedure

Open the “HME Version III policy and procedure manual” folder → Open the folder “CMS Financial Management” folder → Open, but do not yet upload the word document entitled “Medicare/3rd Party Billing”. You must first customize this policy to describe your company’s Billing Process and interactions with your billing contractor. Upload edited word document.

IMPORTANT ADDITIONAL INFORMATION

By completing the steps above you have only completed the application process. You must implement all the processes described in the policies and procedures. The Accreditation DIY Kit folder has a subfolder titled “Seminar Training Slides.”

These slides guide you through the implementation process. Tools needed to implement the process are described at the end of each slide presentation and are found in the additional subfolders of the Accreditation DIY Kit folders, titled by the same name as each slide presentation. In most cases representations of these tools / forms have been imbedded in the slide presentations so that you will recognize them when you open them for use.

Please read through all the slide presentations prior to scheduling your phone time, taking note of questions you may have as you read through. We will be more than happy to address any questions you may have at that time.

Thank you again for purchasing this kit.