

NEW MEXICO PROCESS OF INITIAL ACCREDITATION AND STATE LICENSURE



STEP ONE — PROVIDER SHOULD:

- Obtain Accreditation Commission for Health Care (ACHC) Hospice Standards through Customer Central at cc.achc.org
- Review ACHC Accreditation Standards and begin compiling policies and procedures
- Obtain the New Mexico regulations for hospices by contacting the New Mexico Department of Health (NMDOH), Program Operations Bureau (POB)

STEP TWO — PROVIDER SHOULD:

- Submit a completed ACHC accreditation application
- Submit a \$1,500 deposit
- Review and sign the ACHC Agreement for Accreditation Services and Business Associate Agreement

STEP THREE — ACHC SHOULD:

- Once ACHC receives the above items, an In Process letter will be sent to the provider

STEP FOUR — PROVIDER SHOULD:

- Complete NMDOH Hospice Licensure & Medicare Certification Application and submit to NMDOH with any additional information required by the state

STEP FIVE — NMDOH SHOULD:

- NMDOH will follow its current process when an initial application is received
- If the facility's documentation is found to be in compliance, NMDOH will issue a temporary license and allow the hospice to begin admitting patients

STEP SIX — INITIAL MEDICARE CERTIFICATION PROVIDER SHOULD:

- Submit an 855A application to CMS
- Start developing patient caseload
- Obtain approval letter for the 855A application and submit copy of approval letter to ACHC
- Acquire minimum patient caseload: 5 patients served, 3 patients active at time of Initial Medicare Certification survey
- Provide all core services

STEP SEVEN — PROVIDER SHOULD:

- Once provider is ready for survey, the provider will contact both ACHC and NMDOH in writing and request a survey from ACHC as the authorized licensing authority representative of NMDOH to provide an initial accreditation survey

Step EIGHT —ACHC SHOULD:

- Schedule and conduct unannounced Initial Licensure and Medicare Certification survey
- Once an approval decision is received, the provider will be granted accreditation for three years
- Notify provider, NMDOH, and CMS of its accreditation decision in writing (CMS will make a decision on granting deemed status after receiving a report from ACHC)
- If NMDOH agrees with ACHC decision, NMDOH will issue an annual license for one year

If any of the above steps are not completed, the survey will not be conducted.