Accreditation Consulting Services – Expanded Scope of Work

Elite Accreditation Consultants provides full-spectrum, hands-on support for achieving Deemed Status Medicare certification and accreditation. This document outlines the detailed scope of services offered, covering every aspect from project initiation through post-survey follow-up.

## 1. Regulatory Approval Process Management

* - Serve as the central liaison coordinating all activities required for Medicare Deemed Status and accreditation approval.
* - Create and manage a customized timeline with milestones to ensure timely and successful execution of each stage of the regulatory process.
* - Establish direct communication lines with accrediting bodies and regulatory agencies to address requests, clarify expectations, and expedite progress.

## 2. Completion and Submission of All Required Documents

* - Prepare and file applications and documents with CMS, State DOH, and accrediting bodies.
* - Submit all supporting materials such as policy binders, organizational charts, staff rosters, and service agreements.

## 3. Governmental Agency Coordination

* - Maintain ongoing communication with CMS, state/local Departments of Health, and accrediting bodies.
* - Respond to follow-up inquiries, deficiency reports, and requests for additional information post-submission.

## 4. Licensing & Certification

* - Ensure timely application and issuance of all required licenses such as DEA, CLIA waivers, and state operating licenses.
* - Track expiration dates and renewals.

## 5. Facility Governance Setup

* - Establish a legally compliant governing body and appoint officers.
* - Provide templates and guidance for bylaws, meeting minutes, and committee charters.

## 6. Required Agreements

* - Draft and secure necessary agreements including hospital transfers, ambulance, lab services, and biomedical waste disposal.

## 7. Leadership & Officer Roles

* - Identify and train regulatory roles such as Medical Director, HIPAA Officer, QAPI Chair, and Safety Officer.

## 8. Development of Administrative & Clinical Manuals

* - Deliver CMS-compliant policies for all clinical, operational, and administrative functions.

## 9. Program Development and Training

* - Develop Infection Control, HIPAA, OSHA, Risk Management, and QAPI programs with appropriate training and protocols.

## 10. Credentialing & Privileging

* - Implement credentialing systems and assist in verification of physician and staff credentials.

## 11. Human Resources Infrastructure

* - Create personnel manuals, job descriptions, training programs, and HR compliance documentation.

## 12. Peer Review and Performance Monitoring

* - Implement peer review processes, incident reviews, and performance evaluations.

## 13. Disaster Preparedness

* - Develop and train for internal/external disaster plans including emergency response drills.

## 14. Equipment Oversight

* - Create tracking systems for equipment maintenance, calibration, and inspections.

## 15. Insurance Support

* - Guide the client in securing necessary insurance policies including malpractice and liability coverage.

## 16. Mock Surveys and Readiness

* - Conduct on-site mock surveys, provide feedback, and ensure final survey readiness.

## 17. Survey Day Assistance

* - Provide support during the accreditation/Medicare survey including documentation handling and staff preparation.