

Home Medical Equipment Service Provider - Inspection Report Questions

General Information

- 1.1 Telephone Number
- 1.2 Tax Identification Number
- 1.3 HME Permit Number
- 1.4 Type of Facility?
- 1.5 Is the Facility currently accredited?
- 1.6 Type of Inspection

Facility Policy and Procedure Manual

- 2.1 Does the facility policy and procedure manual include detailed Personnel policies?
- 2.2 Does the facility policy and procedure manual include detailed equipment maintenance policies?
- 2.3 Does the facility policy and procedure manual include detailed Quality Assurance policies?
- 2.4 Does the facility policy and procedure manual include detailed vehicle policies (including maintenance)?

Facility Operations

- 3.1 Notice of Privacy Practices (HIPAA) posted for the public? Has the Provider identified an official HIPAA privacy official to implement HIPAA policies and procedures?
- 3.2 Liability Insurance certificate available for inspection?
- 3.3 Proof of accreditation (where applicable) available for inspection?
- 3.4 FDA compliance guidelines for enteral food products available for inspection (where applicable)?
- 3.5 Medicare standards (where applicable) being provided at time of service?
- 3.6 Hours of operation posted for the public?
- 3.7 OSHA 300 Form available to employees?
- 3.8 Federal and State labor regulations sign current and posted for employees?
- 3.9 Pharmacy Permit (where applicable) current and posted for public view?
- 3.10 How does the facility have access to current Indiana HME Statutes and Rules?
 - 3.10.1 Retail Merchants Certificate posted for the public?
 - 3.10.2 Weights and Measures certificate (where applicable) posted for the public?
 - 3.10.3 Proper temperature monitoring in place for applicable equipment?
 - 3.10.4 Are there appropriate HIPAA procedures being followed?
 - 3.10.5 Is there currently any litigation pending or resolved against the provider?
 - 3.10.5 (a) If yes, are these records available for inspection?
 - 3.10.6 Documentation of ownership (Articles of Incorporation) available for inspection if necessary?

Facility Patient Files

- 4.1 What is the Provider's Medicare number (where applicable)?
- 4.2 What is the Provider's Medicaid number (where applicable)?
- 4.3 Is all information contained in skilled patient (continuous care) current?
- 4.4 Is all information contained in non-skilled patient (non-continuous care) current?
- 4.5 Is a copy of the Complaint Procedure included with the new patient in-take packet?
- 4.6 Is a copy of the After Hours Service Procedure included with the new patient in-take packet?

Facility Personnel Files

- 5.1 Are all individual licenses (including Drivers License and/or CDL) current and kept with personnel files?
- 5.2 Are all records of evaluations and competencies for each employee available for inspection?
- 5.3 Has the provider verified non-exclusion with the OIG for all employees?
- 5.4 Are all records of in-services kept in each employees personnel file?