



Dear Applicant:

This letter outlines the requirements and procedures through which your institution may be approved to participate in Medicare as a provider of services. The Agency for Health Care Administration (AHCA) certifies and periodically re-certifies whether providers of services meet the Medicare Conditions of Participation, and assists the Centers for Medicare and Medicaid Services (CMS) in determining whether institutions and agencies can participate in Medicare. Such approval, when required, is prerequisite to qualifying to participate in the State Medicaid program as well.

To initiate the application process it will be necessary for you to submit CMS Form 855A “Medicare Federal Health Care Provider Application” to the Medicare Administrative Contractor (MAC) for processing. This form may be obtained by calling the carrier at (877) 602-8816, or by downloading it from the following CMS website:

<http://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/downloads/cms855a.pdf>

In addition, promptly complete and forward the following forms in order to avoid unnecessarily delaying approval. You should retain copies of these forms for your records.

- Health Insurance Benefit Agreement – CMS Form 1561 (submit 2 originals please)
- Medicare Administrative Contractor Form
- Assurance of Compliance – HHS Form 690
- CORF Report for Certification to Participate in the Medicare Program – CMS Form 359
- Medicare Certification Civil Rights Information Form

Please send these forms to:

Agency for Health Care Administration
2727 Mahan Dr, MS # 31
Tallahassee, FL 32308

These forms may be downloaded from the following web site:

http://ahca.myflorida.com/MCHQ/Health_Facility_Regulation/Hospital_Outpatient/comprehensive.shtml

On the second line of the Health Insurance Benefits Agreement, after the term, Social Security Act, enter the entrepreneurial name of the enterprise, followed by the trade name (if different from the entrepreneurial name). Ordinarily, this is the same as the business name used on all official IRS correspondence concerning payroll withholding taxes, such as the W-3 or 941 forms. For example, the ABC Corporation, owner of Community General Hospital, would enter on the agreement, "ABC Corporation d/b/a Community General

Hospital." A partnership of several persons might complete the agreement to read: "Robert Johnson, Louis Miller and Paul Allen, partner, Easy Care Home Health Services." A sole proprietorship would complete the agreement to read: "John Smith d/b/a Mercy Hospital." The person signing the Health Insurance Benefits Agreement must be someone who has the authorization of the owners of the enterprise to enter into this agreement.

Also available on the web site are the applicable Medicare Conditions of Participation. The Conditions are only a part of the regulations contained in Title 42, Chapter IV of the Code of Federal Regulations which Medicare providers must meet. You can also purchase 42 CFR Chapter IV from the Superintendent of Documents, U.S. Government Printing Office, Washington D.C. 20402. However, the information you need is supplied in Medicare materials provided to you without charge, and explanations are furnished either by this office or by your Medicare fiscal intermediary.

AHCA surveyors will inspect the institution, interview you and members of your staff, review documents, and undertake other procedures necessary to evaluate the extent to which your institution meets the Conditions of Participation. If your institution has significant deficiencies in any of the Conditions, you will be informed and given an opportunity to correct them. Following the survey, this agency will recommend to the Centers for Medicare and Medicaid Services whether your institution should participate.

After it is determined by the Centers for Medicare and Medicaid Services that all requirements are met, the Health Insurance Benefits Agreement will be countersigned. One copy will be returned to you along with the notification that your institution has been approved. If operation of the entire institution is later transferred to another owner, ownership group, or to a lessee, the agreement will usually be automatically assigned to the successor. However, you are required to notify the Centers for Medicare and Medicaid Services and this Agency at the time you are planning such a transfer.

Those institutions and agencies that are denied approval to participate in the Medicare program are sent notification giving the reasons for the denial and information about their rights to appeal the decision.

On November 14, 2003, Senate Bill 32A, known as the "Motor Vehicle Insurance Reform Act," became law, requiring the licensure of health care clinics by the Agency for Health Care Administration (Agency). This law, known as the "Health Care Clinic Act," was codified as part XIII, chapter 400, F.S. (2003). The Agency's health care clinic licensure and exemption process became effective March 1, 2004. Health care clinic application forms are available on the Agency website at:

http://ahca.myflorida.com/MCHQ/Health_Facility_Regulation/HealthCareClinic/index.shtml

Should you have any questions concerning this material, please use the following contacts:

- Medicare Administrative Contractor, at (877) 602-8816, for CMS Form 855A
- AHCA, Hospital & Outpatient Services Unit, (850) 412-4549, for Medicare Certification inquiries
- AHCA – Health Care Clinic Unit, at (850) 412-4404, for health care clinic licensure inquiries