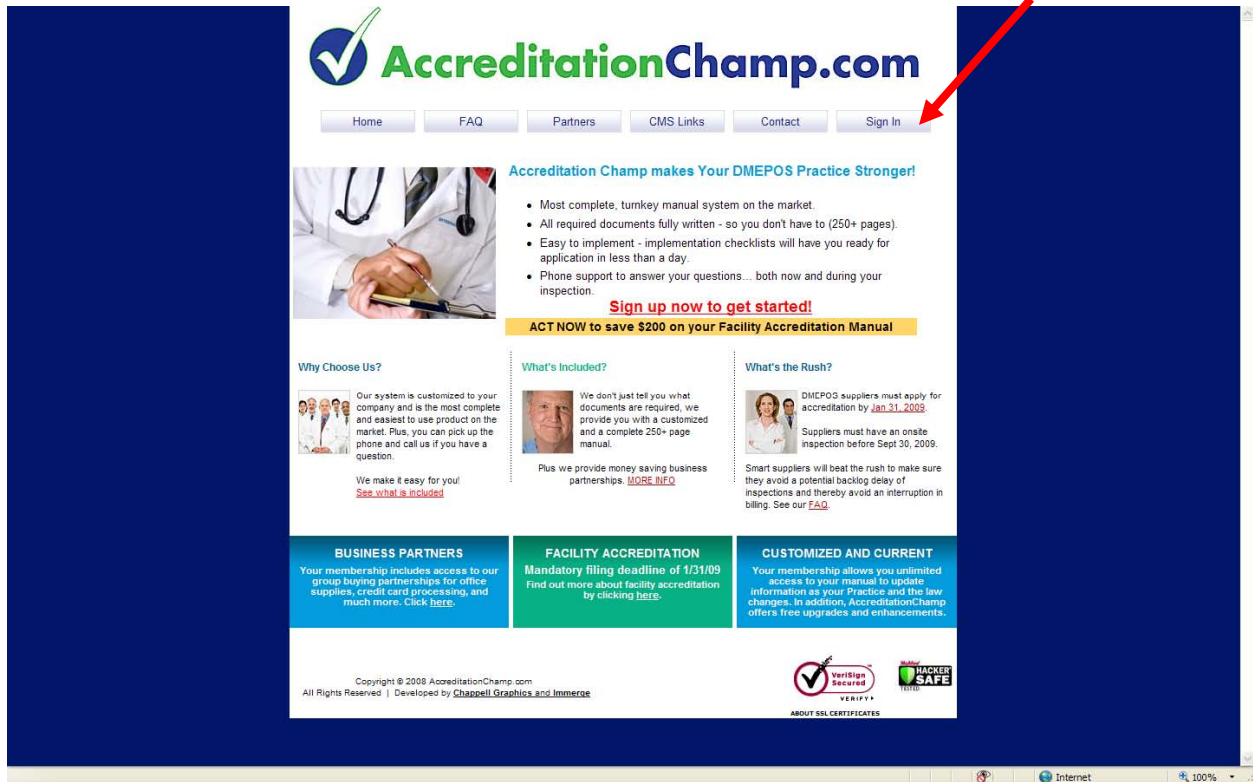


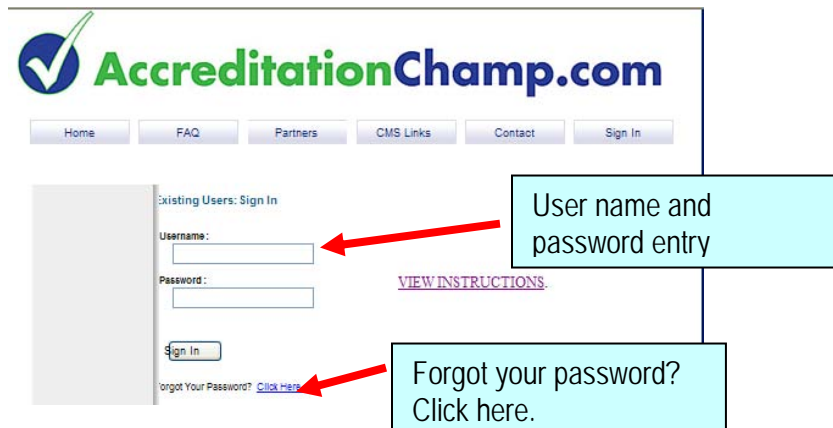
How to Start Your Questionnaire at AccreditationChamp.com

Welcome to AccreditationChamp.com. After you have created your basic account, you need to answer your questionnaire with the data that we need to customize your policy and procedures manual. The appendix on this document gives you a listing of the questions we will be asking. If you have further questions, please e-mail customerservice@accreditationchamp.com or call 1-866-619-4376.

STEP 1: To begin, log into the Sign In section of the site. It is located here.



STEP 2: Next, log into your account using the username and password you created when you joined. If you have forgotten your password, you can click at the link on the bottom of this page and it will be resent to your e-mail. If you have forgotten your username, e-mail customerservice@accreditationchamp.com and we will e-mail it to you the next business day. It is best to use Internet Explorer. If you are using Version 7 of Internet Explorer, please make sure that the phishing filter is turned off.



STEP 3: Begin the questionnaire. Click on the red link to **Begin the questionnaire** and you will be taken to the form with the questions. To ensure completeness of your data, once you start the form, you must answer all questions in one sitting. You can go back later and edit your answers (for instance, if the data changes, or if you put "n/a" as a temporary answer). Please plan to start this process when you have the 15-20 minutes necessary to complete all of the questions (slightly longer for practices with multiple offices). **YOU MUST COMPLETE THE SESSION IN ONE SITTING AND WITHIN 45 MINUTES TO AVOID YOUR SESSION "TIMING OUT".**

QUESTIONNAIRE:

[NEW REGISTRANTS ONLY: BEGIN THE REQUIRED QUESTIONNAIRE BY CLICKING HERE.](#)

After you complete your questionnaire, you will be redirected back to this page and will be given a link in order to download your manuals. You will also be given a link to make changes to your answers, if necessary.

DOWNLOADS:

PARTNERSHIPS:

[CLICK HERE TO SEE OUR GREAT MONEY-SAVING PARTNERSHIP PROGRAMS.](#)

This is also the page from which you can access the AccreditationChamp members-only links to our business partners. This page tells you more about the actual percentages saved with each offer. As a reminder, we have negotiated the following special partnerships. You must sign up for each separately.

Item	Partner	Special
Office, janitorial, and safety supplies	Staples After sign up, you will be contacted by our rep, Joe Breslin.	Special negotiated savings on key items that should save the average office 10-15% on their office and janitorial supplies.
Credit Card Processing	Bank of America After sign up, you will be contacted by our rep, Bruce Pearson.	Special cost-plus rates on credit cards. Our rep will do a free detailed analysis for you based on a recent month's activity and tell you how much you can save.
Background Checks	ScreenNow You will sign up on the ScreenNow website using our promo code.	You must use our special promo code to save 30% off the list price of online background checks.
Online Backup Services	IBackup	You must link to their site through our site to be part of the AccreditationChamp program. You will receive a quarterly rebate of 15% of the money you spend with IBackup, as long as you are an AccreditationChamp member.

And more coming soon!

STEP 4: Begin the form. There are 10 tabs with questions and an 11th tab with the “Save Answers” button. Please proceed down the 10 tabs and ANSWER ALL QUESTIONS ON EACH FORM. Keep scrolling down until you are confident you have reached the bottom of the form at each tab. You can always give a temporary answer and go back and change it. Do NOT hit your browser’s “back” button to return to a previous tab. Merely click on the tab again to return to it.

Enter your answers here.

The ten tabs with questions.

The “Final” tab has the button to save answers.

STEP 5: Save your answers. After saving, you should be redirected back to the Account Login Page.

The “Final” tab

Key Questions Asked:

Identification of Organization Tab:

- Company Legal Name and "Doing Business As" Name.
- Legal form of entity (i.e. LLC) and state of formation.
- Name and contact info for the contact person for the Company's facility accreditation.
- Website for the Company.

Compliance Officer Tab:

- Name and contact info for the following responsibilities:
 - Privacy Officer (HIPAA)
 - DMEPOS Compliance Officer
 - OSHA Compliance Officer
 - Quality Improvement Officer
- Mission Statement for the Company (you may accept our default one if you do not have one written).

Owner Information Tab:

- Name and contact info for each of the owners of the Company.
- Designation of which owners are considered to be part of Senior Management.

Non-owner Practitioner Information Tab:

- Name and contact info for each practitioner in the practice who is not currently an owner.
- Designation if any of these practitioner(s) are considered part of Senior Management.

Office Locations Tab:

- The address, phone number, fax number, and general e-mail for each location.
- Dress code for the location. The year that each location opened.
- Disclose whether DMEPOS is **RENTED** from this location. Disclose whether DMEPOS is **FABRICATED** at this location.
- Disclose whether OSHA and First Aid posters are posted at this location.
- Disclose whether the location has staff trained in CPR and whether the staff is current in their training (CMS required).
- Disclose whether the location has imaging equipment that produces ionizing radiation (i.e. X-ray).
Note: this manual does not cover your OSHA requirements subject to this issue. All states require that you submit the necessary paperwork to your state when you bought this equipment.
- Disclose whether the location also has an a) Office Based Surgery Center, or b) lab subject to CLIA.
Note: Neither Medicare DMEPOS facility accreditation, nor this manual, cover these issues.
- Safe meeting spot in case of evacuation.

Services Provided Tab:

- Allows you to check off which DMEPOS services you are providing.

Private Health Information (PHI) Tab (remember to put N/A for any that do not apply):

- The date of your current HIPAA Policy
- Your website address with patient HIPAA disclosures (i.e. www.yourbusiness.com/hipaa)
- Allows you to confirm that you have obtained Business Associate Contracts from all of your major labs/vendors who receive PHI (i.e. with whom you share patient data—if your vendor does not get patient data from you then you do not need to get this agreement from them. Custom labs do receive such data).
- Allows you to confirm additional information about your diabetic shoe program (if any).

Personnel Issues Tab:

- You choose the month during the year that you will perform all annual audit steps. Accreditationchamp.com will be sending you reminders about these steps to help you stay compliant.
- You choose the frequency with which you perform written reviews of your professional staff (CMS requires no less than annually).
- You confirm W-2 status of DMEPOS fitters.
- You confirm whether you are subject to the Federal Family Medical Leave Act (whether you have 50 or more employees within a 75 mile radius).
- You choose the length of the probationary period for new employees.
- You confirm that you are running criminal background checks on new hires involved in DMEPOS (as required by CMS). Don't forget that through your AccreditationChamp membership, you can receive a discount on these background checks—see the partners page.

Management Systems Tab:

- You confirm the type of system you have for patient recordkeeping.
- You confirm the type of assistance you receive from an outside bookkeeper and the nature of your payroll, budgeting, and accounting systems (all required by CMS).
- You confirm the response time to new DMEPOS patients who contact your office (i.e. you call a prospective patient back within one business day or two business days—CMS required).
- You confirm the frequency with which your Senior Management reviews your Quality Assurance and Improvement Plan Patient Satisfaction Surveys (these surveys are provided to you as part of the AccreditationChamp manual). CMS requires a review no less than annually, so you must choose between Weekly, Monthly, Quarterly, or Annually.
- You confirm the frequency with which your Senior Management reviews your overall Quality Assurance and Improvement Plan (this plan is provided to you as part of the AccreditationChamp manual). CMS requires a review no less than annually, so you must choose between Monthly, Quarterly, or Annually.

Bloodborne Pathogen (BBP) Safety Issues Tab:

- You confirm which engineering controls/work practices from this list your Practice uses: non-glass capillary tubes; sharps with engineered sharps injury protections (SESIP); needleless systems; self-sheathing needles. If none, then leave all boxes blank.
- You confirm your procedures for handling sharps disposal.
- You confirm your procedures for handling contaminated laundry items.
- You confirm your procedures for handling/decontaminating contaminated personal protective equipment (PPE) items.
- You confirm your procedures for handling contaminated waste.

Remember, during your initial session with the questionnaire, you must provide an answer for all questions. You can put in a temporary answer and come back later and change your answer, but you must have at least a temporary answer entered.

IF YOU PURCHASED THE HARDCOPY OPTION YOU NEED TO NOTIFY US BY E-MAIL WHEN YOU ARE DONE WITH YOUR QUESTIONNAIRE AND ARE READY FOR US TO PRINT AND SHIP YOUR MANUALS. PLEASE SEND AN E-MAIL TO CUSTOMERSERVICE@ACCREDITATIONCHAMP.COM .

IF YOU DID NOT PURCHASE THE HARDCOPY OPTION AND ARE GOING TO DOWNLOAD AND PRINT YOUR MANUALS YOURSELF, PLEASE PROCEED TO THE FOLLOWING PAGE.

How To Download Your Manuals

Once you have saved your answers (and any time you log in from now on), your screen will look like below. Click on the link to generate the documents and they will be created. It takes about two minutes to create them.

AccreditationChamp.com

Home FAQ Partners CMS Links Contact Sign In

Welcome to the AccreditationChamp Member Services Page

QUESTIONNAIRE:
[MAKE CHANGES TO YOUR QUESTIONNAIRE ANSWERS BY CLICKING HERE.](#)

DOWNLOADS:
[IF YOU HAVE COMPLETED YOUR QUESTIONNAIRE, YOU CAN DOWNLOAD YOUR DOCUMENTS BY CLICKING HERE.](#)

Note:
It will take about two minutes for your documents to generate and be ready for download. Please do not click on your browser buttons during this process.

PARTNERSHIPS:
[CLICK HERE TO SEE OUR GREAT MEMBERS-ONLY MONEY-SAVING PARTNERSHIP PROGRAMS.](#)

PURCHASE HISTORY / PURCHASE ADDITIONAL LOCATIONS:
Policy Manual: Option 3: Complete Package (Option 1 plus Option 2)—and a

Click here to generate documents. It will take about one to two minutes to generate your documents.

When your documents are finished your screen will look like this. There are eight documents per location. You will need to download each of them. Right click and then choose a destination directory (see next page)

Welcome to the AccreditationChamp Download Page

Note: Once you see "Documents Listed Below", you can right-click on each of them to download them.

Manuals are created in the PDF format. You will need to have Acrobat reader in order to view and/or print your manuals. Acrobat reader is free and can be obtained from Adobe by clicking [here](#)

Note:
These documents are very large and should be downloaded before they are opened. To download your documents with Internet Explorer, right-click on each title, choose "Save target as" from the menu that pops up, choose the directory (i.e. My Documents) on your hard drive to save the document to, and then hit "Save". You can go to that directory and open the downloaded documents. For users of other browsers, please follow the similar logic that your browser uses.

Right-click on the documents below to download them. Additional Locations

1) [Checklist, ABC-BOC Standards X-references, Binder Covers & Tabs](#)
2) [PDPM_Combined_12-23-08.pdf](#)
3) [Right To Know Binder and MSDS Sheets](#)
4) [PDPM01_01_12-23-08.doc](#)
5) [PDPM01_60_12-23-08.doc](#)
6) [RTK Helper Document 1 \(MS Word\)](#)
7) [RTK Helper Document 2 \(MS Word\)](#)
8) [MS Excel Calculator for Your Patient Satisfaction Surveys](#)

Click the button below to generate your 2nd Location's manual. It will take approximately 2 minutes per location.

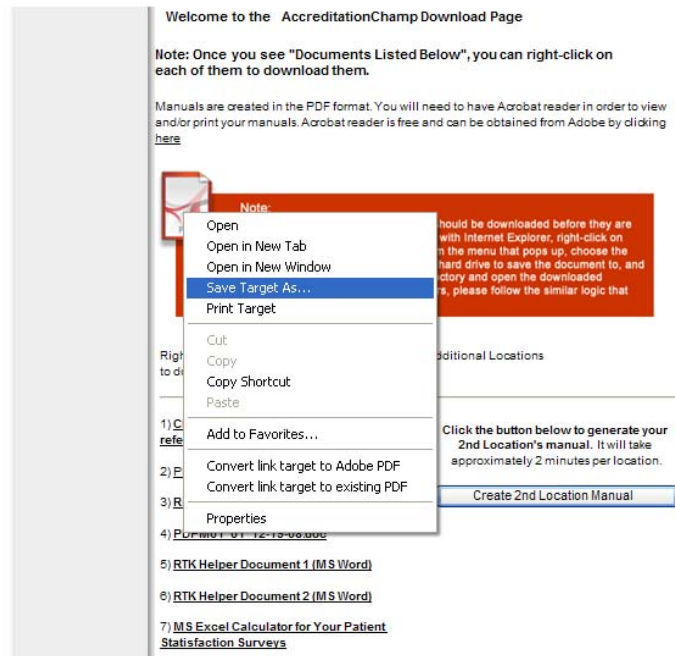
PLEASE DOWNLOAD ALL 8 DOCUMENTS

After downloading, read this document first. It is your implementation checklist and it will walk you through next steps.

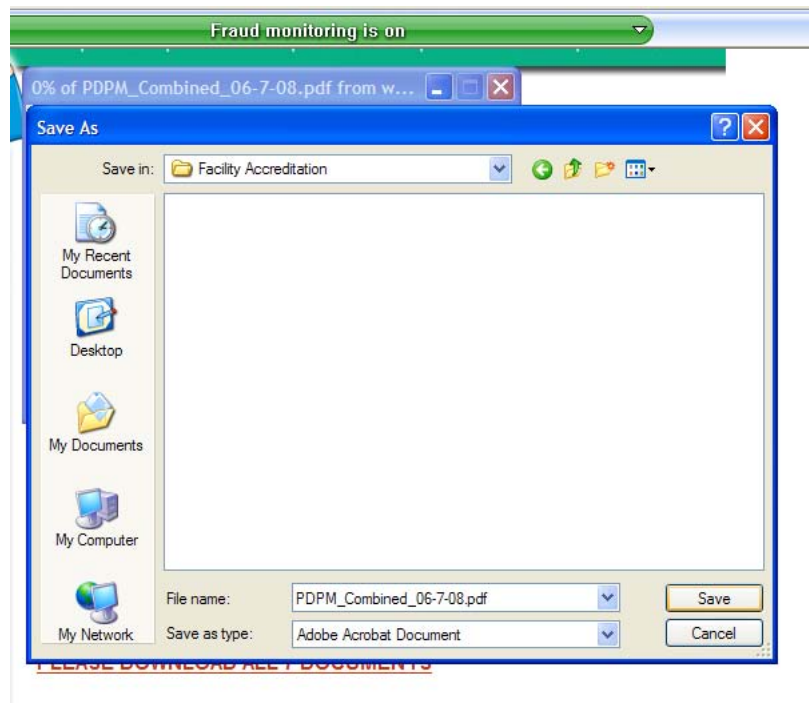
Eight documents. Each must be downloaded separately by Right Clicking on them.

For offices with multiple locations, you will click here to generate each additional location's policy manual document.

To download each document, RIGHT CLICK on the document and choose Save Target As...



Then, select the directory that you want to save the documents into and choose Save.



Remember to start with the Implementation Checklist. It is the first document in the download list. This checklist will walk you step-by-step through implementing your new manual.

We will forward your information to our customer service rep at Staples and Bank of America so you can take advantage of those partnerships. For our other partnerships, please visit the partners' page.

If you have further questions, please e-mail customerservice@accreditationchamp.com or call 1-866-619-4376.