

\* (can provide services to private insurance, private pay, aide services only)

\* you can apply for Medicaid provider (not included)

**PN System**  
2950 W 84 St. Bay 7  
Hialeah, FL 33018



**NON SKILLED AGENCY\*\* CONSULTING SERVICES PN SYSTEM 305.818.5940**  
**www.pnsystem.com info@pnsystem.com Cell: 786-514-9352**



\*\* The Non Skilled License can't be upgraded to Skilled

**Your Duties:**  
Corporation (order Black Book)  
Office Rented, Phone/fax, email  
Zoning letter, Contact  
Accountant (AHCA Financial  
Tables, Business Plan) Bank account  
requirement about  
\$ 45000 - \$ 60000  
Insurance \$ 250000 per claim  
Business License

\* Insurance (Jorge Machado 786-367-1202)  
email: [jorge@tzinsurancefinancial.com](mailto:jorge@tzinsurancefinancial.com)

CPAs at <http://pnsystem.com/Consulting.htm>  
(Daniel CPA 305-801-3929) \$850.00-1500.00

AHCA APPLICATION  
NPI

(To start Needed  
minimum 2 RNs, 1 HHA,  
Administrator and Alt.  
Adm. **(must qualify)**)

**COSTS:**  
License Cost: \$2005.00  
Insurance CPA  
\$ 1700.00 \$ 850.00  
to \$1500.00  
Complete  
staff AHCA

**CONSULTING COSTS**  
2949.99 License package  
(\$1500\* down, \$ 500/month  
until paid off)  
\* down payment, not refundable

Clearinghouse/ \* your duties (email docs needed  
background/Roster for your application, Call AHCA,  
NPI, if needed, for survey  
schedule, application status, etc.)

\* Out of Miami area the Agency is responsible for trip costs.

Consulting Services  
Complete applications, manuals, 1 office visit in  
(Miami Area only) to review/be sure the Agency  
is ready for survey. Unlimited phone calls.  
Outside Miami area we use Video Conference to  
practice, review to be ready for survey by Zoom

All Health Posters  
(Handwashing, HIPAA,  
Non Discrimination, etc)  
Order from us the Yearly  
Regulation Poster  
(\$ 29.99 set) for future  
years

HUMAN RESOURCES  
All needed forms,  
application, staff IDs  
(Administrator, RN in  
Charge)

S/U packs/folders,  
Advance Directive  
pamphlet  
Hurricane Guide  
Covid19 pamphlet

All Needed Manuals:  
Policy & Procedures, HIPAA  
Manual, Emergency  
Management Plan (submission  
proof), etc.

AHCA Approval of your  
Application.  
Survey, Receive your State  
License

\* full process take 4 - 6 months (Emergency Plan must be submitted  
before survey)

\* We will not be in your office during survey, as part of our **Consultant Service Certification** training, we are educated that our duty as consultant is prepared your Agency to be ready for any survey, we are not allow to be the voice of your corporation.



# STEP BY STEP PROCESS



1. **Rent office** (no space or location requirement, only go to City Hall, Zoning Department and ask for **Zoning Letter**, that state that a business is approval in that location).
2. Add Office phone, fax and Agency email
3. Create a corporation that match office address, if already exist, change address to match your office address (sunbiz.org)
4. Obtain Tax ID from IRS, matching office address, if already exist change address to your office address, by calling the IRS phone number in the letter that you received with your TAX ID
5. We will email to you, the data that we need to apply for the NPI and AHCA application
6. NPI process may take up to 10 days, please forward to us all email that you may received from them.
7. After NPI number is generated, we will complete the AHCA Application, will be emaled to you with step by step instructions, share copy of the application with the CPA that will create your Financial Schedule and Business Plan.
8. You will need: Lease copy, Insurance Certificate, (if LLC company agreement paperwork for LLC companies).
9. Application after you have all requires documents, will be completed in AHCA portal. Remember Both RN must have at least 1 and 2 years' experience and not hold any ADMINISTRATIVE position in other place.
10. AHCA may take up to 30 days to review your application, usually doesn't take so long, you must review daily the agency email to check any email from AHCA
11. You will receive an email from AHCA (Omission letter), that must be answered within 21 days, please forward the email to us, to be sure is correctly answered (only 1 chance for correction). The Agreement with AHCA for criminal background check, and staff roster must be complete, you must enter owners & staff in AHCA clearinghouse site.
12. In the meantime we will create staff applications (that you staff must complete), and the first manuals. All required manuals are included.
13. Will be emailed to you an Emergency Agreement with another Home Health, needed to create the Emergency Plan, we will submit to State for approval.
14. After AHCA approve the application (will emailed to you the approval letter directly from AHCA), you must call your AHCA local office to setup the Survey appointment, or they will call you with survey date.
15. Email staff picture to us, that will be in you office during survey, to create the ID badges.
16. About 7-10 days before the survey date, we will have a meeting in our office to review all applications, and practice the survey (the Administrator must be there). (Outside Miami customer we will review by phone or Zoom).
17. After survey, AHCA will email to you your License. After that you can apply for Medicaid, we will email instructions.

**Payment Terms: \$ 1500.00 down payment, then \$ 500.00 a month until paid off.**