

**PRIVATE DUTY**



**NEW AGENCY SETUP, CONSULTING SERVICES PN SYSTEM 305.818.5940**  
**www.pnsystem.com info@pnsystem.com Cell: 786-514-9352**



*\*(can provide services to private insurance, private pay, aide, nursing, therapy) \* you can apply for Medicaid provider (not included)*

**PN System**  
**30 YEARS**

**Your Duties:**  
 Corporation (order Black Book)  
 Office Rented, Phone/fax, email, Zoning letter, Contract Accountant(CPA) (Financial Proj. and Business Plan)  
 Insurance, Waste contract  
 Bank account requirement about \$ 57000.00 - 60000.00  
 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

**ACCREDITATION APPLICATION**  
 AHCA APPLICATION  
 CLIA APPLICATION, NPI  
 Waste Permit

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

**COSTS:**  
 License Cost: \$2005.00  
 Accreditation < \$ 11000.00 (Accr. App. fee \$ 1500.00)  
 CLIA \$ 248.00 Waste \$ 85.00  
 Insurance \$ 1700.00 CPA \$ 850.00-\$1500.00

**CONSULTING COST**  
 \$ 3999.99 **License package** (\$1500.00\* down, \$500/month until pay off)  
 \* down payment, not refundable

Complete staff AHCA Clearinghouse/background/roster

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

**Consulting Web Access**  
[www.homecareoffice.com](http://www.homecareoffice.com)  
 Includes: Annual Duties (Strategic Plan, Annual Evaluation, Reports), Monthly/Quarterly duties, QA/PI activities, Human Resources (Staff evals), Minutes, Committees, Emergency Drill, etc.  
**YOUR DUTIES**

Your duties: Complete all tasks. Apply for MEDICAID \*after license is issue Complete contracts with insurance.

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

**HUMAN RESOURCES**  
 All needed forms, application, In-service/ Orientation material  
 Evaluations, Handbooks  
 Order with us the Staff IDs (not included, \$ 5.00 each)

**Accreditation duties:**  
 ACHC... PER 5 S/U packs/folders, 2 D/C packs, 3 Staff Handbooks included

Your duties: Hire a qualified QA staff

**ACHC PRODUCT CERTIFICATION**  
**All Needed Manuals:**  
 Policy & Procedures, Infection Control, Medical Device, Ethic Manual, HIPAA Manual, Emergency Managemnt Plan, etc.  
 All needed LOGS



**AHCA Approval of your Application.**  
 Office visit for review by us  
 Accreditation Survey (1 Day)  
 Receive your State License

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

**Second Survey for FULL Accreditation (PRIVATE DUTY)**  
**CONSULTING COST INCLUDED**  
 You must have a professional QA staff to create the POC, audit charts, etc.

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

Need for survey 5 patients, 3 actives 2 D/C.

Office visit for review by us Before survey

**Your Duties:**  
 Home Health Management Software  
 Contract good QA staff

*\* 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.*

**All Needed Manuals:**  
 Wound Care Protocol, Fall Prevention, Pain Management, Respiratory Care, Psychiatric Manual, etc.

After 1 days survey (3. Active patients, 2 D/C, Plan of Correction (if needed, included up to 5 deficiencies), receive your full accreditation



# 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. All required manuals are included.
7. After NPI number is generated, we will complete the AHCA Application, will be emailed 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. We will complete the Accreditation application, (ACHC), down payment \$ 1500.00.
9. You will need: Lease copy, Insurance Certificate, (if LLC company agreement paperwork for LLC companies).
10. 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.
11. 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
12. 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 site.
13. With the Omission letter you can request the Survey for State License to the Accreditation Company (ACHC) by email them the Omission letter and state that they schedule your survey (announced)
14. In the meantime we will create staff applications (that you staff must complete), and the first manuals. CLIA & Biomedical Waste License applications will be completed.
15. You **must complete some Reports, minutes, staff trainings in our Virtual Consulting website.**
16. 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.
17. Email staff picture to us, that will be in you office during survey, to create the ID badges.
18. 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).
19. After accreditation survey, AHCA will email to you your License. (Please email survey results to AHCA.) In the meantime you can apply for Medicaid, instructions will be emailed.
20. You **will have 12 months to be ready for second survey** with 5 patients (2 D/C and 3 Actives), and receive full 3 years accreditation. The surveyor will visit at least 1 patient to check service provided. You must complete all reports in the Virtual consulting web site, that will be available to you until you pass the second survey. (You must hire a **good QAPI staff**, it is very important). IF you planning to apply for Medicaid you must be Deemed Status (10 patients survey)

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