

NOTICE: PATIENT PRIVACY

We are committed to preserving the privacy of your personal health information. In fact, we are required by law to protect the privacy of your medical information and to provide you with Notice describing:

HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN ACCESS THIS INFORMATION.

We use health information about you for treatment, to obtain payment for treatment, for administrative purposes, and to evaluate the quality of care that you receive. We may be required or permitted by certain laws to use and disclose your medical information for other purposes without your consent or authorization. As our patient, you have important rights relating to inspecting and copying your medical information that we maintain, amending or correcting that information, obtaining an accounting of our disclosures of your medical information, requesting that we communicate with you confidentially, requesting that we restrict certain uses and disclosures of your health information, and complaining if you think your rights have been violated.

We have available a detailed Notice of Privacy Practices which fully explains your rights and our obligations under the law. We may revise our Notice from time to time. The effective date at the top right hand side of this page indicates the date of the most current Notice in effect. You have the right to receive a copy of our most current Notice in effect. If you have not yet reserved a copy of our current Notice, please ask at the front desk and we will provide you with a copy.

If you have any questions, concerns or complaints about the Notice or your medical information, please contact Meg Morris of our office at (303) 660-1238.

MEDICARE DMEPOS SUPPLIER STANDARDS

Note: This is an abbreviated version of the supplier standards every Medicare DMEPOS supplier must meet in order to obtain and retain their billing privileges. These standards, in their entirety, are listed in 42 C.F.R. 424.57(c).

1. A supplier must be in compliance with all applicable Federal and State licensure and regulatory requirements and cannot contract with an individual or entity to provide licensed services.
2. A supplier must provide complete and accurate information on the DMEPOS supplier application. Any changes to this information must be reported to the National Supplier Clearinghouse within 30 days.
3. An authorized individual (one whose signature is binding) must sign the application for billing privileges.
4. A supplier must fill orders from its own inventory, or must contract with other companies for the purchase of items necessary to fill the order. A supplier may not contract with any entity that is currently excluded from the Medicare program, any State health care programs, or from any other Federal procurement or non-procurement programs.
5. A supplier must advise beneficiaries that they may rent or purchase inexpensive or routinely purchased durable medical equipment, and of the purchase option for capped rental equipment.
6. A supplier must notify beneficiaries of warranty coverage and honor all warranties under applicable State law, and repair or replace free of charge Medicare covered items that are under warranty.
7. A supplier must maintain a physical facility on an appropriate site. This standard requires that the location is accessible to the public and staffed during posted hours of business. The location must be at least 200 square feet and contain space for storing records.
8. A supplier must permit CMS, or its agents to conduct on-site inspections to ascertain the supplier's compliance with these standards. The supplier location must be accessible to beneficiaries during reasonable business hours, and must maintain a visible sign and posted hours of operation.
9. A supplier must maintain a primary business telephone listed under the name of the business in a local directory or a toll free number available through directory assistance. The exclusive use of a beeper, answering machine, answering service or cell phone during posted business hours is prohibited.
10. A supplier must have comprehensive liability insurance in the amount of at least \$300,000 that covers both the supplier's place of business and all customers and employees of the supplier. If the supplier manufactures its own items, this insurance must also cover product liability and completed operations.
11. A supplier must agree not to initiate telephone contact with beneficiaries, with a few exceptions allowed. This standard prohibits suppliers from contacting a Medicare beneficiary based on a physician's oral order unless an exception applies.
12. A supplier is responsible for delivery and must instruct beneficiaries on use of Medicare covered items, and maintain proof of delivery.
13. A supplier must answer questions and respond to complaints of beneficiaries, and maintain documentation of such contacts.
14. A supplier must maintain and replace at no charge or repair directly, or through a service contract with another company, Medicare-covered items it has rented to beneficiaries.
15. A supplier must accept returns of substandard (less than full quality for the particular item) or unsuitable items (inappropriate for the beneficiary at the time it was fitted and rented or sold) from beneficiaries.
16. A supplier must disclose these supplier standards to each beneficiary to whom it supplies a Medicare-covered item.
17. A supplier must disclose to the government any person having ownership, financial, or control interest in the supplier.
18. A supplier must not convey or reassign a supplier number; i.e., the supplier may not sell or allow another entity to use its Medicare billing number.
19. A supplier must have a complaint resolution protocol established to address beneficiary complaints that relate to these standards. A record of these complaints must be maintained at the physical facility.
20. Complaint records must include: the name, address, telephone number and health insurance claim number of the beneficiary, a summary of the complaint, and any actions taken to resolve it.
21. A supplier must agree to furnish CMS any information required by the Medicare statute and implementing regulations.
22. All suppliers must be accredited by a CMS-approved accreditation organization in order to receive and retain a supplier billing number. The accreditation must indicate the specific products and services, for which the supplier is accredited in order for the supplier to receive payment of those specific products and services (except for certain exempt pharmaceuticals). *Implementation Date - October 1, 2009*
23. All suppliers must notify their accreditation organization when a new DMEPOS location is opened.
24. All supplier locations, whether owned or subcontracted, must meet the DMEPOS quality standards and be separately accredited in order to bill Medicare.
25. All suppliers must disclose upon enrollment all products and services, including the addition of new product lines for which they are seeking accreditation.
26. Must meet the surety bond requirements specified in 42 C.F.R. 424.57(c). *Implementation date- May 4, 2009*
27. A supplier must obtain oxygen from a state- licensed oxygen supplier.
28. A supplier must maintain ordering and referring documentation consistent with provisions found in 42 C.F.R. 424.516(f).
29. DMEPOS suppliers are prohibited from sharing a practice location with certain other Medicare providers and suppliers.
30. DMEPOS suppliers must remain open to the public for a minimum of 30 hours per week with certain exceptions.

MEDICARE DMEPOS ESTANDARES PARA SUPLIDORES

Nota: Esta lista es una versión abreviada de los estándares todo suplidor de Medicare DMEPOS debe reunir para obtener y retener sus privilegios para facturación. La lista completa de éstos estándares, está en 42 C.F.R. pt. 424, sec 424.57(c).

1. El suplidor deberá cumplir con toda licencia aplicable del Gobierno Federal y Estatal y con todo requerimiento regulatorio, y no podrá contratar a un individuo o entidad para proveer esos servicios que requieran licencia.
2. El suplidor deberá proveer información completa y actualizada en la solicitud para suplidor de DMEPOS. Cualquier cambio de ésta información deberá ser reportada al National Supplier Clearinghouse en 30 días.
3. Una persona autorizada (alguien cuya firma ate a la compañía) deberá firmar la solicitud para obtener privilegios de facturación.
4. El suplidor dispensará las recetas/órdenes de su propio inventario o deberá tener un contrato con otras compañías para la compra de los artículos necesarios para dispensar las recetas/órdenes. El suplidor no podrá tener contratos con ninguna entidad que esté excluida del programa de Medicare, cualquier programa de salud Estatal, o de los programas Federales de procuramiento y no procuramiento.
5. El suplidor deberá informar a los beneficiarios de que pueden alquilar o comprar equipo médico durable económico o rutinariamente comprado, y de la opción de compra de los equipos alquilados una vez que lleguen a su término de alquiler.
6. El suplidor deberá notificar a los beneficiarios de la cobertura de las garantías y honrar toda garantía aplicable bajo la ley Estatal y reparar o reemplazar sin costo alguno, todo artículo cubierto por Medicare.
7. El suplidor deberá mantener un local físico en un lugar apropiado. Este estándar requiere que el local sea accesible al público y esté atendido durante las horas de operación. El local deberá medir por lo menos 200 pies cúbicos y tener espacio para guardar los expedientes médicos.
8. El suplidor deberá permitirle a CMS, o a sus agentes, que conduzcan inspecciones, para asegurar que el suplidor esté en cumplimiento con éstos estándares. El local del suplidor deberá ser accesible a los beneficiarios durante horas de negocios razonables y deberá mantener un letrero visible incluyendo las horas de operación.
9. El suplidor debe mantener una línea de teléfono para el negocio la cual esté registrada bajo el nombre del negocio en el directorio local, o un número sin costo, disponible a través de la operadora. El uso exclusivo de un beeper, de una grabadora, de un servicio de contestadora o de un teléfono celular durante las horas de operación, está prohibido.
10. El suplidor debe tener seguro comprensivo de riesgo y responsabilidad por una cantidad de por lo menos \$300,000 que cubra los dos, el negocio y los clientes y empleados del suplidor. Si el suplidor manufactura sus propios artículos, éste seguro debe también cubrir riesgo y responsabilidad del producto y la operación en su totalidad.
11. El suplidor debe estar de acuerdo en no iniciar contacto telefónico con beneficiarios, con algunas excepciones. Este estándar prohíbe a los suplidores contactar a los beneficiarios de Medicare basados en alguna receta médica verbal a menos de que le aplique alguna excepción.
12. El suplidor es responsable de entregar y explicar a los beneficiarios cómo usar todo artículo cubierto por Medicare, y mantener prueba de entrega.
13. El suplidor debe contestar preguntas y responder a toda queja que los beneficiarios tengan, y mantener documentación de dichos contactos.
14. El suplidor debe dar mantenimiento y reemplazar sin costo alguno o reparar directamente, o a través de un contrato de servicio con otra compañía, artículos cubiertos por Medicare que el suplidor haya alquilado a los beneficiarios.
15. El suplidor debe aceptar devoluciones de artículos de baja calidad o inadecuados de los beneficiarios (artículos cuya calidad sea inferior a la establecida para dicho artículo, o artículos que son inapropiados para el beneficiario en el momento de haber sido medidos y alquilados o vendidos).
16. El suplidor debe revelar éstos estándares para suplidores a cada beneficiario a quien provee artículos cubiertos por Medicare.
17. El suplidor debe revelar al Gobierno toda persona dueña, que tenga participación financiera o participación en el control del negocio.
18. El suplidor no deberá transferir o reasignar su número de suplidor (eje: el suplidor no puede vender o permitir que otra entidad use su número de suplidor de Medicare).
19. El suplidor debe establecer un protocolo para resolver quejas de los beneficiarios relacionadas a éstos estándares. Un registro de éstas quejas deberá ser mantenido en el local del suplidor.
20. El registro de las quejas debe incluir: nombre, dirección, número de teléfono y el número de Medicare (HICN) del beneficiario, un resumen de la queja y cualquier acción tomada para resolverla.
21. El suplidor debe acceder a proporcionarle a CMS cualquier información requerida por el estatuto y regulaciones de implementación de Medicare.
22. Todo suplidor debe ser acreditado por una organización de acreditación aprobada por CMS para obtener y retener sus privilegios para facturación. La acreditación debe indicar los productos y servicios específicos para los cuales el suplidor está acreditado, para que el suplidor reciba pago por esos productos (excepto ciertos productos farmacéuticos exentos).
23. Todo suplidor debe notificar a su organización de acreditación cuando abra un nuevo local de DMEPOS.
24. Cada local del suplidor, propio o subcontratado, debe cumplir con los estándares de calidad de DMEPOS y ser acreditado por separado para facturar a Medicare.
25. Todo suplidor debe revelar durante el periodo de inscripción, todos sus productos y servicios, incluyendo la adición de nuevos productos para los cuales está solicitando acreditación.
26. Debe cumplir con los requisitos de fianza de garantía especificados en 42 C.F.R. 424.57 (c). Fecha de implementación Mayo 4, 2009.
27. El suplidor debe obtener oxígeno de un suplidor que tenga licencia del Estado para suplir oxígeno.
28. El suplidor debe mantener documentación, órdenes y referidos, de acuerdo con las provisiones que se encuentran en 42 C.F.R. 424.516(f).
29. Los suplidores de DMEPOS tienen prohibido compartir su local con ciertos otros proveedores y suplidores de Medicare.
30. Los suplidores de DMEPOS deben permanecer abiertos al público por un mínimo de 30 horas por semana con ciertas excepciones.

Patient Rights

YOU HAVE THE RIGHT TO:

- Be treated with dignity, courtesy and respect and have relationships with company providers that are based on honesty and ethical standards of conduct.
- Reasonable coordination and continuity of services and timely response when home care equipment is needed or requested and to be informed in a timely manner of impending discharge.
- Be fully informed upon admission of the company's policies, procedures, ownership or control of the local facility and the process for receiving, reviewing and resolving your complaints or concerns.
- Receive complete explanations of charges for services and equipment, including eligibility for third-party reimbursement and an explanation of all forms you are requested to sign.
- Receive quality equipment and services that meet or exceed professional and industry standards regardless of race, religion, political belief, sex, social status, age or disability and to receive instructions on safe and effective operation of equipment and your responsibilities regarding equipment and services, including pain and pain management modalities.
- Confidentiality of all your records (except as otherwise provided for by law or third-party payer contracts) and to review and even challenge those records and to have your records corrected for accuracy.
- Be advised of any change in the plan of care before the change is made.
- Participate in the planning of the care and in planning changes in the care, and to be advised that you have the right to do so.
- Have an advance directive for medical care, such as a Living will or the designation of a surrogate decision maker, respected to the extent provided by the law.
- Participate in the consideration of ethical issues that arise in your care.
- Accept or refuse medical treatment while competent and to make decisions about care/services to be received should you lose competency.
- Be advised of the telephone number and hours of operation of the state's Home Health "Hot Line." The hours are 9 AM to 5 PM and the number is 800-842-8826.
- Be advised of the telephone number for Medicare Complaints 800-633-4227.
- Be advised of the telephone number and hours of operation of the accrediting organization, BOC International. The hours are Monday Friday 8 AM to 5 PM and the telephone number is 877-776-2200.

Patient Responsibility

YOU HAVE THE RESPONSIBILITY TO:

- Adhere to the plan of treatment or service established by their physician.
- Participate in the development of an effective plan of care which will involve the management of pain, if appropriate.
- Provide medical and personal information necessary to plan and provide services.
- Be available at the time deliveries are made and to allow company's representative to enter their residence at reasonable times to repair or exchange equipment or to provide care.
- Notify the company if he/she is going to be unavailable.
- Treat company personnel with respect and dignity without discrimination.
- Provide a safe environment for staff to provide care and services.
- Care for and safely use equipment, according to instructions provided, for the purpose it was prescribed and only for/on the client for whom it was prescribed. Monitor the quantity of oxygen, nutritional products, medications and supplies in their homes and reorder as required to assure timely delivery of the required items.
- Protect equipment from fire, water, theft or other damage. The client agrees not to transfer or allow his/her equipment to be used by any other person without prior written consent of the company and further agrees not to modify or attempt to make repairs of any kind to the equipment.
- Except where contrary to federal or state law, the client is responsible for equipment rental and sale charges which the client's insurance company or companies does not pay. The client is responsible for settlement in full of his/her accounts.
- The company should be notified of any changes in the client's physical condition, physician's prescription or insurance coverage. Notify the company immediately of any address or telephone changes whether temporary or permanent.
- Contact our company if you acquire an infectious disease during the time you are receiving services and/or care of our company, except where exempted by law.