

National Board of Accreditation for Orthotic Suppliers

NBAOS

The Hallmark of Quality Standards for Orthotic Suppliers

FACILITY INITIAL ACCREDITATION APPLICATION FOR ORTHOTIC SUPPLIERS

**NBAOS
15000 Commerce Parkway
Suite C
Mount Laurel, NJ 08054**

Telephone: 856.380.6856

www.nbaos.org

NBAOS INITIAL ACCREDITATION APPLICATION PROCESSING FORM

This initial accreditation application form is utilized to provide information to NBAOS about the supplier and to provide the supplier with the survey requirements and sample forms. It is the objective of NBAOS to maintain a streamlined accreditation process and to assist the supplier in meeting the quality business standards established by CMS in a timely and efficient manner.

Corporate Name _____

DBA _____

Federal Tax ID # _____

PRIMARY CONTACT PERSON(S)

Name _____

Phone _____ Fax _____

Name _____

Phone _____ Fax _____

DMEPOS CATEGORIES FACILITY IS SEEKING ACCREDITATION:

Mark all that apply

_____ Custom Fabricated Orthoses OR01 _____ Canes and Crutches M01

_____ Prefabricated Orthoses OR02 _____ Walkers M05

_____ Off-the-Shelf Orthoses OR03 _____ Surgical Dressings S01

_____ Contracture Treatment Devices: Dynamic Splints DM04

OFFICE LOCATIONS - Primary Office Location:

Name of Facility _____

Street _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Fax _____

Web site _____ E-mail _____

Clinical Supervisor _____

NBAOS INITIAL ACCREDITATION APPLICATION PROCESSING FORM

Office
Manager _____

Days/Hours of
Operation _____

Medicare number _____ Medicaid number _____

NSC DMERC # _____ Location NPI number _____

How many office locations are you seeking accreditation? _____

Name the cities where these offices are located: _____

Total # of practioners, including prn: _____ Physicians _____ Occupational therapists
_____ Physical therapists _____ Orthotists _____ Other: _____

ACCREDITATION FEES

- **\$100 - Initial Accreditation Application Processing Fee**
 - Fee covers expenses associated with providing the survey requirements and sample forms necessary for the accreditation survey
- **\$2,750 + fees* - On-Site Survey Fee (* plus all surveyor travel expenses)**
 - Facility will submit fee when prepared for on-site survey
 - Unannounced survey will be conducted
 - Facilities that require a second onsite survey due to mandatory information not being available at the time of the initial onsite survey, being placed on probation where a second onsite survey is necessary, having a complaint filed against the facility where an onsite survey becomes necessary, or any other reason where additional onsite surveys are necessary result in an additional onsite survey fee.
- **\$350 - Each Satellite Location Fee**
 - Facility will submit when prepared for on-site survey at primary office location
 - Unannounced survey will be conducted
 - Surveyor travel expenses (transportation/meals/accommodations) are the responsibility of the facility when the surveyor travels more than 30 miles to the survey site from the primary office site.
- **\$1,500 - Re-Accreditation (Renewal) Fee**
 - Required each three years
 - Unannounced survey will be conducted
 - Re-accreditation fees are subject to revision as warranted by NBAOS
- **\$350 - Each Satellite Location Renewal Fee**
 - Facility will submit when prepared for on-site survey at primary office location
 - Unannounced survey will be conducted at each office location
- **\$350 - Appeals & Hearings Fee**
 - Filing for an appeal or a hearing is \$350.
 - All expenses are incurred by the facility.

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NBAOS PAYMENT OPTIONS

CHECK

Please make your check payable to NBAOS.

Check #: _____ Amount: _____

CREDIT CARD

Type: _____ VISA _____ MasterCard

Name on Card: _____

Credit Card Number: _____ Expiration Date: _____

Authorized Signature: _____

Amount Charged: _____

Please send the NBAOS Survey Application form and check to:

**NBAOS
15000 Commerce Parkway
Suite C
Mount Laurel, NJ 08054**

Telephone: 856.380.6856

SURVEY & SURVEY FORMS

The onsite accreditation survey and forms will be sent to you on a CD within two weeks following receipt of this application.

Mission Statement

The mission of the National Board of Accreditation for Orthotic Suppliers is to ensure high quality patient care through standards of excellence for orthotic providers.