

Getting Started

How do I start the accreditation process?

To become ABC accredited you need to complete the application form and meet all of the ABC accreditation standards. The accreditation guide, application and standards are available for download on ABC's website www.abcop.org.

Do I have to pay to see your accreditation standards?

No, ABC offers its accreditation standards free of charge to all applicants. The accreditation standards can be downloaded from the ABC website at www.abcop.org/accreditation.

How long does the accreditation process take?

The first step toward ABC accreditation is the application approval process which can take up to two to four weeks. Once the accreditation eligibility standards have been met, you will receive a letter indicating that your facility has been approved for an onsite survey. Please note that your survey can occur as soon as 24 hours after your application has been processed. The average wait time between acceptance of your application and the onsite survey is three to four months, but could take longer.

What's the overall cost of accreditation?

The base application and survey fees for accreditation are:

New facilities

- :: \$1,525 for primary location
- :: \$900 for affiliate location
- :: \$1,225 for mastectomy-only primary location
- :: \$750 for mastectomy-only affiliate location

Renewing facilities

- :: \$825 for primary location
- :: \$600 for affiliate location

The annual fees are

- :: \$600 for primary location
- :: \$300 for affiliate location
- :: \$300 for mastectomy-only primary location
- :: \$150 for mastectomy-only affiliate location

What should I know before my survey?

How should I prepare for my survey?

To understand what the surveyors will be looking for, please make sure you have a copy of the *ABC Accreditation Standards* for the specific services your facility is providing. The standards can be downloaded at www.abcop.org/accreditation.

What if I'm not ready for the survey?

Do not submit your application until you are ready for your onsite survey.

If you already submitted your application and believe you are not ready for your onsite review, we recommend placing your accreditation application on hold until you are comfortable with the preparedness of your facility. ABC can hold your application for a maximum of six months. Please be advised that placing your application on hold takes you out of the survey process and resets your application date to the date you come back into active status. You must request on hold status in writing.

Can I schedule my survey? How do I notify ABC if I am going to be out of the office?

One of Medicare's prerequisites is that the accreditation survey must be unannounced. However, facilities are allowed to request blackout dates if you plan on being out of the office. You may request no more than ten business days as blackout days. All requests for blackout days must be submitted in writing with two weeks prior notice. Please fax your dates to the ABC office at 703-836-0838, attention Facility Accreditation. We will attempt to honor those requests.

What if our facility is moving?

If your facility plans to move during the accreditation process and you have already submitted your application, we recommend placing your application on hold. If you have not submitted an application for accreditation, we suggest moving to your new location before applying.

What other tools does ABC offer?

ABC offers a checklist that gives you insight on what surveyors are looking for when they come for the onsite inspection. A copy can be downloaded at www.abcop.org/accreditation.

What should I expect after my survey?

How long does it take to receive my survey results?

The last phase of the accreditation process is obtaining the accreditation results, which will take approximately five to six weeks. The survey results will be mailed to you and will explain any further steps your facility needs to take.

How do I notify Medicare that I've been accredited?

Once you've been accredited, ABC will report your accreditation status to Medicare. We submit a report to Medicare on a weekly basis of all the accredited locations.

What is the next step if I failed my survey?

If you fail your survey, you may have the opportunity to obtain ABC accreditation by successfully completing a Corrective Action Plan. A CAP is a document submitted to the ABC Accreditation Department that demonstrates your facility's compliance with the standard(s) that were in question after the onsite survey. You have 60 days after receiving the accreditation survey results to submit a CAP.

Be as detailed as possible in your plan. Identify each standard that you did not comply with and your corrective action. With a very comprehensive plan you will be on your way to obtaining ABC accreditation.

How often will my facility be inspected?

If full accreditation is granted, your facility's accreditation expires every three years. During your third year of accreditation with ABC, you will need to apply for re-accreditation. This process includes submitting a new application along with all the appropriate fees and undergoing a new onsite survey to ensure your facility is maintaining the accreditation standards.



Things I should know before I apply for ABC accreditation.

Why should my facility be accredited?

All orthotic, prosthetic, pedorthic and post-mastectomy facilities should seek accreditation to maintain the highest standards of patient care and ensure continued reimbursement from Medicare and other insurance companies.

Is ABC accreditation recognized by Medicare?

Yes, ABC has been awarded 'Deemed Status' as an accrediting organization for suppliers of Durable Medical Equipment, Orthotics, Prosthetics and Supplies (DMEPOS) by Medicare. The Centers for Medicare and Medicaid Services (CMS) validated ABC's accreditation program and established ABC accreditation as an approved prerequisite for suppliers of prosthetics, orthotics and pedorthics.

Do I need a National Supplier Clearinghouse (NSC) number to apply for accreditation?

No, you do not need a NSC number to apply for accreditation. As of March 1, 2008 suppliers enrolling with NSC must be accredited prior to submission of CMS-855S to the NSC.

How do I know if I'm exempt from the mandatory accreditation?

CMS announced that several supplier types are now temporarily exempt from accreditation requirements. Among the supplier groups are:

- :: Physicians
- :: Orthotists
- :: Prosthetists
- :: Opticians
- :: Optometrists
- :: Audiologists
- :: Occupational Therapists
- :: Physical Therapists

Please note if you provide Durable Medical Equipment (DME) outside of your specialty, your facility will be required to be accredited to bill Medicare.



The American Board for Certification in Orthotics, Prosthetics and Pedorthics, Inc.

330 John Carlyle St., Suite 210, Alexandria, VA 22314
703-836-7114

Copyright © 2010
American Board for Certification in Orthotics, Prosthetics and Pedorthics Inc.
All Rights Reserved



Accreditation FAQs

- :: Tips Before Applying
- :: Getting Started
- :: Before the Survey
- :: After the Survey



The American Board for
Certification in Orthotics,
Prosthetics and Pedorthics, Inc.