

## Provider-Based Attestation Supporting Documentation Checklist

### QUESTION 1

- Current copy of the main provider's license.
- Detailed copy of the main provider's organizational chart showing in which department of the main provider the provider-based facility is located.

### QUESTION 2

- List of professional staff that provides direct patient care or medical services at the provider-based facility and documentation to show that the professional staff has clinical privileges at the main provider.
- Copy of the main provider's policy showing an electronic patient registration, scheduling, medical records retrieval system that is used by both the main provider and provider-based facility

### QUESTION 3

- Statement from provider confirming which line of the Medicare cost report the expenses of the provider-based facility will appear and a listing (if applicable) of any additional cost centers that appear on the same line.

### QUESTION 4

- Photographs of signage posted outside the building, on/near the front doors to the building or outside the reception area.
- Copies of patient registration forms, letterhead or website.
  - Advertisements that only show the provider-based facility to be part of or affiliated with the main provider are not sufficient.

### QUESTION 5A-5F & 5H

- Copy of the main provider's EMTALA (Emergency Medical Treatment and Labor Act) policy.

### QUESTION 5G (Off-Campus Facilities Only)

- Copy of the written notice that is handed to each beneficiary with the amount of the beneficiary's potential liability.
  - A copy of the Advance Beneficiary Notice (ABN) is not acceptable. The notice should comply with Attachment A to the policy.

### QUESTION 6 (Off-Campus Facilities Only)

- Copy of the Articles of Incorporation and Bylaws for the main provider and provider-based facility.
  - Bylaws should state that governing body of main provider has authority over provider-based facility.
- Documentation that demonstrates the main provider has final approval for administrative decisions, contracts with external parties, personnel policies and medical staff appointments at the provider-based facility.

**QUESTION 7 (Off-Campus Facilities Only)**

- Detailed copy of the main provider’s organizational chart showing the location and reporting relationship of the provider-based facility.
- Copy of the job description for the director, manager, supervisor, etc. of the provider-based facility that shows the daily reporting requirements and accountability procedures.
- Documentation that shows which administrative functions (i.e. billing, patient registration, medical records, payroll, etc.) at the provider-based facility are integrated with the main provider.

**QUESTION 8 – WITHIN 35 MILES (Off-Campus Facilities Only)**

- Copy of MapQuest® or Google Maps® showing the directions and distance from the main provider to the provider-based facility.
  - Use the addresses for the main provider and provider-based facility submitted on the provider-based attestation statement.

Distance between main provider and provider-based facility is measured by actual straight-line distance (i.e. door-to-door) and not road miles.

**QUESTION 8 – OUTSIDE 35 MILES (Off-Campus Facilities Only)**

- EXCEL spreadsheet or other computer file listing all the patients treated at the main provider and provider-based facility within the most recent 12-month period.
- The listing should include the patient’s medical record number, date(s) of visit, date(s) of discharge.
- To comply with §413.65(e)(3)(ii)(A) the provider should list each zip code and the number of patients from that zip code that were treated at the hospital and the number of patients from that same zip code that were treated at the provider-based facility.
- To comply with §413.65(e)(3)(ii)(B) the provider may submit admissions data that indicates the reason why the patients came to the provider-based facility for treatment.

The 75/75 tests may be demonstrated with any mix of inpatient and or outpatients of the main provider.

**QUESTION 9**

- Copy of the management contract for the provider-based facility.
  - The management contract should show that the contract is held by the main provider and not a parent organization.
  - The management contract should show that the main provider has significant control over the operations of the provider-based facility.

**QUESTION 10**

- Copy of the joint venture documents showing ownership by the main provider
- Copy of agreements demonstrating the joint venture’s and main provider’s rights and obligations related to the service of the provider

**Label supporting documentation with “Question 1,” “Question 2,” etc.**