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RHC CERTIFICATION AND CONVERSION

THE PROCESS TO BECOME A RURAL HEALTH CLINIC

The process to become a rural health clinic is long and will involve pulling together certain documents for various governmental entities which will review the submissions and approve them as we go along. The usual process takes between 6 months to a year to complete all five steps listed below.

1. Preparation and submission of the 855As, State application, and deeming authority applications.
2. Preparation for State Inspection including preparing RHC and Emergency Preparedness Policy and Procedure manuals
3. Emergency Preparedness Training and Testing
4. Passing the RHC survey or responding to deficiencies in the survey.
5. Obtaining provider numbers for Medicare and Medicaid as well as rate setting.

RURAL HEALTH CLINIC INFORMATION RESOURCES

We also would like to inform you of our educational resources including our Facebook Group, website, webinars, YouTube channel and seminars on RHCs. We highly recommend joining our Facebook Group as we use this to notify the 550 members about our free webinars and educational offerings by other consultants or the NARHC.

- Facebook Group (<https://www.facebook.com/groups/1503414633296362/>)
- Our website which is <http://www.ruralhealthclinic.com/>
- Youtube: https://www.youtube.com/channel/UCXW4pkwNzDXVTMFrFwMy2_A
- Certification Resources: <http://www.ruralhealthclinic.com/certification-materials>
- Emergency Preparedness for RHCs: <http://www.ruralhealthclinic.com/emergency-preparedness>
- RHC Billing: <http://www.ruralhealthclinic.com/rhc-billing/>



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PREPARING FOR THE RHC STATE INSPECTION WEBINAR AND MATERIALS

On December 13, 2018 Healthcare Business Specialists presented a webinar on preparing for the state/AAAASF/TCT inspections to become a rural health clinic and re-inspections conducted by the state, AAAASF, and TCT. Here is the recording of the webinar and the PDF of the presentation:

- [Webinar Recording on RHC State Inspections](#)
- [Powerpoint Presentation \(PDF\)](#)

RHC SURVEY PREPARATION STEPS AND RESOURCES

As you prepare for the RHC inspection here are some resources to help you comply with the nine conditions of participation to become a rural health clinic. It is important to start acting as if you are a rural health clinic before the inspection. We have provided some resources for you to review and start working on before the Mock Inspection occurs. The Mock Inspection is designed to be educational and instructional and will elaborate on the processes and procedures that the State Inspectors, AAAASF, and The Compliance Team will expect to be in place by the time of the Certification inspection. Please click on the links below to view the documents:

- [Agenda for RHC Mock Inspections \(2-page PDF\)](#)
- [RHC Mock Inspection Form, Evidence Binder, and Resources for the initial inspection \(32-page PDF\)](#)
- [Estimated Timeline for the RHC conversion process \(1-page PDF\)](#)
- [RHC Survey Steps based upon Interpretative Guidelines \(21-page PDF\)](#)
- [Emergency Preparedness Required Activity Checklist \(1-page PDF\)](#)
- [Infection Control Checklist for ASCs used by RHC Inspectors \(17-page PDF\)](#)



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Steps to Prepare for the RHC Inspection

- 1. Prepare RHC Policy and Procedure Manual as well as Emergency Preparedness P and P Manual, OSHA Manual, and HIPAA Manual.**
2. Train personnel in RHC Policies, Emergency Preparedness, OSHA, and HIPAA. Document training and approve policies.
3. Start Acting like a Rural Health Clinic. Implement required Forms and processes including Medical Director Review of Charts.
4. Prepare an Evidence Binder for the Inspector. Copy Records that will be requested by the Inspector for them to review.
5. Conduct a Mock Inspection and Prepare an Annual Evaluation
6. Perform and document two Emergency Preparedness Drills.