

HBS

Healthcare Business Specialists

December 18, 2018

Dear :

Thank you for engaging us to assist with the conversion of your physician practice to a rural health clinic. The process 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
2. Preparation for State Inspection including preparing RHC and Emergency Preparedness Policy and Procedure manual.
3. The State or Deeming Authority Inspection.
4. Provider Number (CCN) and Rate Setting.
5. Medicaid Application and Medicaid Rate Setting

Dani Gilbert, CPA will be preparing the 855A for submission to your Medicare Administrative Contractor (usually Palmetto or Novitas) after we receive the signed agreement, retainer, and 855A questionnaire. You will need a group NPI number for the location of the clinic in order for us to complete the 855A. We may use the one you have, if you already have one, but we need to discuss this very important aspect of the process. For this reason, we want to schedule a Kickoff Webinar which lasts about 30 minutes and will go over the following:

1. Introductions and contact information from HBS and the clinic.
2. Definitions of roles and responsibilities for the project and progress reporting.
3. 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.
 - a. Facebook Group (<https://www.facebook.com/groups/1503414633296362/>)
 - b. Our website which is <http://www.ruralhealthclinic.com/>
 - c. Youtube: https://www.youtube.com/channel/UCXW4pkwNzDXVTMFrFwMy2_A
4. Schedule timing of onsite visit and the policy and procedure manuals.
5. Answer questions about the process or about becoming an RHC.

Once we have conducted the Kickoff webinar and filed the 855A, we will begin working on RHC Policy and Procedures as well as Policy and Procedures for Emergency Preparedness as well as conducting the required Emergency Preparedness drills. After that is accomplished, we will come onsite for a mock inspection, annual evaluation (if operational over one year) and educational instruction on operating as an RHC. Please review our presentation on Starting a Rural Health Clinic which we have attached and begin working on the steps listed in the presentation. One thing to pay attention to is the Evidence Binder. If you begin work on that as soon as possible we will have a much smoother inspection. 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: (just click and you will be directed to the resource:

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

This will get us started on the process. If you need assistance or have questions, please contact the following:

1. Mark R. Lynn, CPA - Cell Phone - 423.243.6185 Email: marklynnrhc@gmail.com
2. Dani Gilbert, CPA - Cell Phone - 423.650.7250 - Email dani.gilbert@outlook.com

Thank you for entrusting us to work with you on this important project. If we may be of assistance to you in anyway, please let us know. Best personal regards.

Very Truly Yours,

Mark R. Lynn

Mark R. Lynn, CPA
RHC Consultant

Specializing In Rural Health Clinic Reimbursement