

MEDICARE DME CHECKLIST

Below is a checklist of things that you need to do to become an approved DMEPOS provider in Medicare



DME BUSINESS SET UP

- ☐ Determine if you are going to apply under your current practice or open a new LLC.
- ☐ Form a new LLC with your Secretary of State.
- ☐ Obtain an EIN for the new business. You will need the form CP-575.
- ☐ Obtain a new NPI for the business. You will need a copy of the letter.
- ☐ Obtain liability insurance with \$300,000.00 coverage. The National Supplier Clearinghouse (NSC) must be listed as the certificate holder.
- ☐ Obtain a surety bond in the amount of \$50,000
- ☐ Open a checking account for the business. You will need a voided check or signed letter from the bank on bank letterhead with your account and routing numbers.

WHAT DME PRODUCTS WILL BE SOLD?

- ☐ Check the state list to determine what, if any, permits are required.
- ☐ Glucose monitoring
- ☐ TENS
- ☐ NMES Units
- ☐ Orthotics
- ☐ Traction Devices
- ☐ _____

WHO IS THE AUTHORIZED AND DELEGATED OFFICIAL?

- ☐ You must list at least one Authorized Official. This is someone who is an owner of the corporation.
- ☐ **[Optional]** Delegated officials are staff members who have authority to make decisions.
- ☐ List all business owners that have over 5% interest in the company.

APPLICATION FORMS

- ☐ CMS-855s: This form is used to apply and make edits, i.e. change of address, bank account, etc.
- ☐ CMS-588: This is the EFT form. You must be paid electronically.
- ☐ CMS-460: This is the PAR provider form. This means that you will accept the Medicare rate and get paid direct.
- ☐ Complete the DME Worksheet and keep in a readily available place. Type, do not write.

Note: If you have the DME Plus program, you must email to johnschmidtcd@gmail.com