

ALABAMA HOME MEDICAL EQUIPMENT BOARD
ADMINISTRATIVE CODE

CHAPTER 473-X-4
INSPECTION STANDARDS

TABLE OF CONTENTS

473-X-4-.01 **Inspection Standards**

473-X-4-.01 **Inspection Standards.**

(1) Permit Alabama Board of Home Medical Equipment, or its agents, to conduct random on-site inspections to ascertain compliance with rules, regulations and standards.

(2) A Home Medical Equipment Services Provider shall maintain a physical facility on an appropriate site. The facility must contain space for storing business records, including the supplier's delivery, maintenance, and patient records. For purposes of this rule, a residence, post office box or commercial mailbox is not considered a physical facility.

(3) A Home Medical Equipment Services Provider must maintain a primary business telephone listed under the name of the business in a local directory or a toll free number available through directory assistance. The exclusive use of a beeper, answering machine, answering service, or cell phone during posted business hours is prohibited.

(4) The physical facility must be staffed during normal business hours, and must have a visible sign with the name of the business, business hours, and the phone number required by paragraph (3).

(5) Medical equipment shall be maintained in a clean and sanitary condition and stored in a dry, well-ventilated area. Routine maintenance, preventative maintenance, and repairs shall be performed according to manufacturer's guidelines. The home medical equipment services provider shall provide consumer instruction regarding the use of home medical equipment requiring services. Delivery services include transportation of equipment to and from consumer, equipment setup, and record keeping.

(6) Records shall be maintained to the same extent as required by federal regulations, including, but not limited to, any physician orders, certificates of medical necessity, signed and dated delivery slips, documentation of all services, equipment, and maintenance received, and other information as appropriate for the equipment provided.

(7) License applicants who, upon initial inspection, are found not to comply with applicable licensing standards, shall be notified by the Board office of the areas of noncompliance and shall be re-inspected for compliance upon application and payment of a re-inspection fee of no more than three hundred dollars (\$300), as established by the Board.

(8) The Board may conduct random inspections upon the filing of a complaint, application for renewal of a license, for cause, and as otherwise necessary to ensure the integrity and effectiveness of the licensing process. Licensees who fail to pass an inspection related to the filing of a complaint, for cause, upon an application for license renewal or for any other cause must cease and desist their operations upon receipt of written notice of failure to pass inspection until they have come into compliance with all applicable standards, unless the Board negotiates a plan for compliance with the licensee and conducts a further inspection for compliance at a time to be determined by the Board. Licensees subject to re-inspection will be required to remit an additional re-inspection fee of two hundred and fifty dollars (\$250).

(9) Upon notice of failure to pass inspection, an applicant or licensee shall have thirty (30) days to appeal the inspection results, or be subject to penalties pursuant to Section 34-14C-6, Code of Ala. 1975. Upon appeal, a provider shall have the right to an inspection review or a new inspection, in accordance with Rule 473-X-7-.01.

(10) Fill orders from its own inventory or contract with other companies for the purchase of items to fill orders.

(11) Maintain all applicable City, County, State Business Licenses and all other applicable licensure as required (i.e. State Board of Pharmacy Oxygen Permit.)

(12) If licensee supplies oxygen, mechanical ventilation, or other life sustaining equipment; maintain after hours service necessary to avert an immediate threat to consumers health or safety. Ensure that patients are made aware of service hours and emergency service procedures.

Author: The Alabama Board of Home Medical Equipment Services Providers

Statutory Authority: Code of Ala. 1975, §34-14C1 thru §34-14C8, Act #2000-739, HB 419 of the 2000 Regular Session.

History: New Rule: Filed July 20, 2001; effective August 24, 2001. **Amended:** Filed January 7, 2004; effective February 11, 2004. **Amended:** Filed July 10, 2006; effective August 14, 2006.

Amended: Filed July 17, 2008; effective August 21, 2008.

Amended: Filed October 6, 2009; effective November 10, 2009.

Amended: Filed July 9, 2014; effective August 13, 2014. **Amended:** Filed August 26, 2016; effective October 10, 2016.