

## Frequently Asked Questions:

**How long will it take to receive my license?** Please allow two weeks processing time from the date that an application is received before you hear a response.

**Do Out-of-State suppliers pay the site inspection fee?** Yes, all applicants must pay the same fees regardless of location. Though the Board may not send an inspector for out-of-state inspections, we still reserve the right to do so.

**How can I speed up the process?** The Board Office does as much as possible to handle processing in a timely manner. To ensure quick service, please make sure all paperwork is complete, up-to-date, and all fees are submitted. You can submit the \$250 licensing with the \$500 Site Inspection Fee.

**How can I get in touch with the Inspector?** The Inspector will contact the applicants. If you need to get in touch with the Inspector, you may contact the Board Office at 334-215-3474.

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## Guide to Licensure for Home Medical Equipment Services Providers

A step by step guide through the application process, site inspection, and compliance.



[www.homemed.alabama.gov](http://www.homemed.alabama.gov)  
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Provided by ABHMESP

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# The Steps to Licensure

The journey to licensure begins with submitting the application. The application can be found on our website, [www.homemed.alabama.gov](http://www.homemed.alabama.gov) under forms.

## Step One: Application

- On the Board website, under the “forms” tab you will find the [Application for HME Licensure](#), with these forms will be detailed instructions (page 1), a checklist (page 7), and processing information (page 8).
- This is to be filled out completely. **Incomplete information is a major reason for delays in processing time.**
- Pay particular attention to page 4, Applicant Information for Persons in Charge (PIC) especially the criminal history portion; and notarization on page 6. These are common mistakes with submitted applications.



## With the Application, the following must also be turned in:

- \$500 Site Inspection Fee for In-State and Out-of-State providers.
- State of Alabama Business License and/or the Revenue Department Tax License (Exceptions: Out of State Suppliers).
- City or County Business License, In-State and Out-of-State providers.
- Certificate of Insurance; must reflect location address with a \$300,000 minimum coverage
- Copy of Board of Pharmacy Permit (Exceptions: non-suppliers of oxygen and Out-of-State suppliers)
- Copy of Elevator Permit if supplying stair or platform lifts

## Processing Time

Once an application is received and reviewed the applicant will be notified of the status. Please allow 14 days processing time before status is received. If application is complete and ready for inspection, a post card will be mailed to the location as notice of the status.

If the application is incomplete a letter notifying the applicant of the deficiencies will be sent to the mailing address as stated in the application. The applicant then has 90 days to complete the deficiencies; if not complete within this time frame the application will expire and a new application will be required.

Complete Applications will be sent for inspection within the 10 day time frame. Please allow adequate time for the inspector to contact the location.

## Site Inspection

- Site Inspections will be completed within 10 days of receiving a complete application.
- The inspector will contact the applicant and schedule a date and time for inspection, this is done by order of receipt.
- The inspection consists of reviewing all applicable licenses for the facility as listed in the application, as well as review of compliance with the Supplier Standards, which can be found in our Rules and Regulations.
- Inspection requirements as well as a sample of the form can be found on our website under the “forms” tab.
- Once the inspection is passed, the applicant receives a copy of the inspection form. The applicant may then submit the \$250 licensing fee. The fee must be received within 60 days of passing inspection.
- Once Inspection has been passed, and all fees have been paid, the License will be issued and updated on the website roster.
- Those that fail an inspection must cease and desist operations upon receipt of written notice and until they have come into compliance of Supplier Standards. They are required to remit an additional \$150 fee for re-inspection.

