

QIO LIKE ENTITY GUIDANCE

LME's will need to prepare a binder of documentation for submission to CMS that demonstrates compliance with the following primary requirements:

- Physician Access organization
- Ability to perform review functions
- Consumer representation on governing board
- Not a healthcare facility, healthcare affiliate or health care association

Likely Binder Elements:

- Cover/Executive Summary letter: What is the purpose of your application? Have you applied before? Brief explanation of why you believe you will meet criteria.
- Describe organizational structure and attach organizational chart. Describe Governance and ownership (Inc./not for profit/tax exempt). Note corporate location and primary contact person.
- Describe how you are Physician Accessed, list practitioners and specialties of those staff who are accessed. (May need a chart here) Physicians must be involved in management of program.
- Need to submit your policies and procedures, i.e. confidentiality, etc.
- Need to describe your capability of performing review functions and past experience with this, i.e. specify review procedures, how you analyze patterns of care, medical necessity, quality, and the following:
 - Medical record and review information must be maintained confidentially.
 - Appropriate information must be collected in review of a case.
 - Denial decisions must be made by a physician.
 - Review decisions are made on the basis of written criteria.
 - Review criteria can be provided to practitioners and providers when appropriate, and a process exists for modifying them in response to practitioner recommendations.
 - Complaint and appeal process must include procedures for receiving and responding to complaints and appeals.

Mail binder/application to:

Jean Moody-Williams

Centers for Medicare and Medicaid Services
Attn: Director of Quality Improvement Group
Office of Clinical Standards and Quality
7500 Security Boulevard
Mail Stop S3-02-01
Baltimore, Maryland 21244-1850

Contact person at CMS: Kathy O'Brien 1-877-267-2323 press #5 enter 627436