



ALABAMA QUALITY ASSURANCE FOUNDATION
Medical Quality Assurance

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QIO GENERAL MEMORANDUM 02/05-07
For Immediate Distribution

TO: Alabama Acute Care Hospitals & Long Term Care Hospitals
Administrators
Credentialing Office
Medical Staff Coordinator

FROM: Henry W. Koehler
Chief Executive Officer

DATE: February 5, 2004

**SUBJECT: New Process for Hospital Requirement
Medicare Physician Acknowledgement Statement
Procedure and Replacement Form**

This General Memorandum is to provide an update and reminder to Alabama Medicare Inpatient Hospitals of the continuing requirement to complete Physician Acknowledgement Statements as per agreement in the Memorandum Of Agreement between hospitals and Alabama Quality Assurance Foundation (AQAF). This Memorandum replaces previously issued instructions in General Memoranda 93/96-17, 96/99-13, and 02/05-04.

BACKGROUND

Medicare Regulations at 42 CFR 412.46 require hospitals to obtain only one signed Acknowledgement Statement from physicians who are granted admitting privileges at a particular hospital. Physicians must complete the Acknowledgement Statement at the time he or she is granted admission privileges or before, or at the time the physician admits his or her first Medicare patient to the hospital. Existing signed Acknowledgement Statements by physicians already on staff remain in effect as long as the physician has admitting privileges at your hospital.

When a hospital submits a Medicare claim, it must have on file a signed and dated Acknowledgement Statement from the attending physician that the physician has received the notice specified in 42 CFR 412.46(b). Hospitals unable to fully comply with these conditions may be subject to Medicare payments being withheld until the hospital provides assurance of compliance or termination of the hospital's hospital agreement by Centers for Medicare and Medicaid Services (CMS).

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HOSPITAL ACTION ITEMS

1. **Forward AQAF a copy of your policy** of obtaining signed Acknowledgement Statements on new physicians.
2. **Forward AQAF a list of all NEW physicians** with admitting privileges from October 2003 – December 2003. The list should include the physician name, UPIN, the date admitting privileges were granted, the date acknowledgement was signed, and the date of the first claim submitted to the FI for that particular physician (see attached). Include your hospital name, Medicare hospital number, and contact person for your hospital. If needed, you may be asked to submit a copy of signed acknowledgement statements for verification. If deficiencies are noted, AQAF will request an improvement plan from the hospital.
3. **Maintain original signed Acknowledgement Statements** in your files.

QIO MONITORING REQUIREMENTS

1. **AQAF is required to be familiar with each hospital's internal procedures** to obtain the acknowledgement statements from physicians.
2. **AQAF is required to monitor hospitals** to ensure that they are appropriately obtaining the Acknowledgement Statements from physicians with new admitting privileges as required at 42 CFR 412.46. AQAF will perform this monitoring requirement quarterly.

Questions concerning these requirements may be directed to Linda Gregory, 1-800-760-4550, Ext. 3127, Dixie Ragland, Ext. 3207 or Cynthia McIntosh, Ext. 3506.

Enclosure: Physician Acknowledgement Report

cc: Hospital designated contact; AQAF Board of Directors; Donna Kyle, M. Horsley/ALAHA; Cary Kuhlman/MASA; Frazer Rolen/ALAHA-B'ham; Lynda Northcutt/Cahaba GBA; Greg McKinney, M.D., Cahaba GBA; Mary Woon, MoO, and HCQIP/HPMP Advisory Committee.

PHYSICIAN ACKNOWLEDGEMENT REPORT

Provider Name _____ Prov. #: _____

Physician Name	Physician UPIN	Date Admitting Privileges Granted	Date Acknowledgement statement was signed	Date 1 st Claim Submitted to the FI

Name of Provider Contact _____ Telephone: _____

Fax or Mail to: Alabama Quality Assurance Foundation
ATTN: Physician Acknowledgement
Two Perimeter Park South Suite 200 West
Birmingham, AL 35243

Fax # - 205-977-4202

Revised 1/29/2004