



Provider NCB Checklist

The following suggested checklist is provided to help insure that bidding providers have completed the key milestones and requirements necessary to participate in the NCB process.

- REVIEW all necessary information and documentation directly from the CMS and CBIC websites to insure that you and your staff are educated on the process and requirements.
- OBTAIN accreditation by August 31st. 2007.
- DEVELOP an accurate and efficient methodology for understanding your current cost structure, including acquisition and operational costs, and total costs of doing business in each DMEPOS category that you choose to bid on. Contact your Invacare Territory Business Manager for specific information on activity-based costing methods and procedures.
- UNDERSTAND and ANALYZE your total costs by category, or item, to ensure a high level of beneficiary care, service and satisfaction prior to calculating your bid price.
- REVIEW current financial standards required to participate in the NCB process, including but not limited to, credit history, insurance documentation, business capacity and line of credit.
- REVIEW compliance with the documented Supplier Quality Standards.
- OBTAIN model number, MSRP, unit of measure, and current costs from your key manufacturer in each participating category. Your Territory Business Manager can assist with Invacare products.
- MEET with your Invacare Territory Business Manager or Regional Manager to understand the appropriate product for each code or bid category.
- ATTEND an Invacare Webinar for additional information.

- SUPPORT the Tanner-Hobson bill (H.R. 1845) by writing to your local representative. Information regarding the bill and how to support it is available on the Invacare website and many other industry sites.
- SUPPORT the Rehab Carve Out bill that would exempt complex Rehab from NCB due to the complex nature of the beneficiary, complexity of the product required, and the level of expertise required by a provider to adequately assess, measure, fit, adjust, program and service these complex products. Detailed information about this bill and how to support it is available on the NCART website at www.ncartcoalition.org.
- ACT NOW on both of these pieces of legislation by asking your Representative to sign on as a co-sponsor.

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