**Checklist of Documents to be submitted to HSS prior to scheduling survey:**

Letter of Intent

MAC Recommendation Letter

Application for Certification (CMS 1880)

Priority Exception Request (if applicable)

Submit all documents to:

DHH-Health Standards

Portable X-Ray

P.O. Box 3767

Baton Rouge, LA 70821-3767

**Preparation for Initial Certification Survey:**

Supplier must be open and providing services

If owner is a non-physician, certification by qualified physician

must be available to surveyor

Documentation that equipment meets FDA Standards (either via

label on equipment or on documents)

Required credentials of personnel must be on record