**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