**Requirements for renewal of revenue cycle management company accreditation RCM**

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| NO. | **Requirements** |
| 1 | Application for renewal of accreditation certified by the Chamber of Commerce . |
| 2 | Audited accounts for the previous financial year. |
| 3 | Certificate of linking with Nphies Insurance Services and Transactions Platform. |
| 4 | The professional liability insurance policy covers the risks of professional liability for default, negligence and error and the insurance cover must not be less than SAR 1,000,000 million. |
| 5 | The validity of the commercial register under the name (Revenue Cycle Management) and that it should not be suspended based on an implementation request, with a copy of the commercial register provided to us. |
| 6 | Copy of the company's incorporation contract. |
| 7 | Copy of valid zakat and income certificate. |
| 8 | Copy of the certificate of social insurance subscription showing the names of employees with the certificate of Saudization. |
| 9 | Valid medical coding certificate by the Saudi Health Council (ICD10-AM). |
| 10 | Fill out a general information form about the company. |
| 11 | * A list of all contracted service providers includes the following: * The type of contract and the start and end dates of the contract. * Approved communication data with the service providers signed with them (name of the service provider's official, mobile, e-mail). * Name of company employees responsible for each contract signed with service providers. * A copy of all contracts signed with health service providers in the private or public sectors. |
| 12 | A copy of the organizational structure showing staff members' names and positions. |
| 13 | Executive managers obtain university degrees or professional certificates in revenue cycle management or health insurance, provided that employees in administrative and supervisory positions have at least five years of experience in revenue cycle management or health insurance. |
| 14 | Fill out the Executives Endorsement Form. (General Manager or Chief Executive Officer). |
| 15 | Provide us with professional certificates for coders and professional classification from the Commission for Health Specialties (if any). |
| 16 | Minimum 3 coders.  Coded for every 24 hypnosis per day.  Coded for every 80 external visits per day. |
| 17 | (1) Licensed physician as a minimum, and the number will be re-determined in the future according to the volume of work, with providing us with CVs and professional certificates for doctors. |
| 18 | An update regarding what has been achieved from the work plan submitted to the Council upon approval for the first time (in case the renewal is for the third time, submitting a new work plan for a period of 3 years). |
| 19 | Manual of internal policies and procedures adopted as follows:   * Procedures for contracting with service providers approved by the Council, with a copy of the contract forms attached. * Procedures for raising medical approvals. * Claims processing procedures. * Procedures for dealing with complaints. * Procedures for confidentiality of the insured's data, for example, but not limited to (data access controls / data protection / data storage and backup procedures / confidentiality of patient data). * Procedures to reduce fraud, misuse and negligence, and the company's plan to combat fraud in line with the private health insurance sector's behavior policy. |
|  | Accreditation is annual |