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

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|  | Requirements |
| 1 | The company's capital is not less than (3,000,000) three million SAR. |
| 2 | Submission of a professional liability insurance policy that covers the risks of professional liability for default, negligence and error, and the insurance cover must not be less than (1,000,000) million SAR. |
| 3 | Submitting a bank guarantee to the council in the amount of (300,000) three hundred thousand SAR. |
| 4 | Accreditation application certified by the Chamber of Commerce. |
| 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. |
| 6 | Copy of the company's incorporation contract. |
| 7 | Validity of Zakat and Income Certificate. |
| 8 | Copy of the Social Insurance Subscription Certificate showing the names of employees - Saudization Certificate. |
| 9 | The medical coding certificate is valid by the Saudi Health Council (ICD-10-AM). |
| 10 | Fill in general information about the company. |
| 11 | A copy of the organizational chart, including staff names. |
| 12 | Managers obtain a university degree or professional certificates in the management of the revenue or health insurance course and have at least three years' experience in the same field. |
| 13 | Executive officers' endorsement. ( General Manager or Chief Executive Officer - Director of Operations - Chief Financial Officer - Compliance Officer). |
| 14 | Company's Automated System Directory. |
| 15 | Minimum number (3) of coders in case of first application for accreditation with at least 3 years'experience, the number will be redefined in the future depending on the workload. (With professional certificates for coders and occupational classification from the Health Specialties Authority (if applicable). |
| 16 | Number (1) licensed physician as a minimum for companies applying for accreditation for the first time with experience of not less than five years, and the number will be re-determined in the future according to the workload (providing us with a CV and professional certificates). |
| 17 | The ability of the company's electronic systems to link with the council's systems, including (the unified platform system, the CRM system....etc) and their compatibility with the conditions of the health information center and the regulations and conditions of cybersecurity. |
| 18 | The three-year workplan includes at least the following (description of work - marketing plan - expansion plan - contingency plan includes actions to be taken in case of e-system breakdown to ensure business continuity). |
| 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). |
|  | Measures to reduce fraud, abuse and negligence. |
|  | Accreditation is annual. |

* The General Secretariat shall review the requirements periodically and update them in accordance with the requirements of need and interest.