

## AMC Institute Accreditation Review Outline

### **Introduction**

- 1 Explain the process with the AMC
- 2 Share how other AMCs got it done
- 3 Explain that its documenting procedures that probably already exist
- 4 Highlight which procedures may be new for most AMCs
- 5 Help the AMC assess readiness
- 6 Explain the benefits that come from the process

### **Engagement**

- 1 Fill out the AMCI forms and assist AMC with their forms
- 2 Provide an engagement letter
- 3 Schedule a review date.
- 4 Schedule a pre review conference call (1-2 mos prior to review)

### **Pre Review Conference Call**

- 1 Discuss progress, answer specific questions on the standard
- 2 Answer specific questions on their procedures
- 3 Describe what will happen at the review.
- 4 Provide list of documents that will be needed
- 5 Describe how to cross-reference standard to procedures manual
- 6 Describe how to cross-reference procedures manual to documents
- 7 Share areas that may be an issue - insurance, internal review, audits, etc.

### **Review**

- 1 Verify that written procedure exists for each standard. Cross referenced by AMC  
Review documents supporting that procedures are in place. Cross referenced by AMC
- 2 AMC
- 3 Note any exceptions or any questions
- 4 Interview AMC staff. Assess knowledge of procedures.
- 5 Note any exceptions or any questions
- 6 Closing interview with AMC owner. Discuss results of review and interviews.

### **Report**

- 1 Prepare report. Copy to AMC and copy to AMCI

Bill Barnes CPA, CMA  
Barnes Givens & Barnes Ltd  
1655 N Arlington Hts Rd #305E  
Arlington Hts, IL 60004  
T 847-506-1070 x1  
F 847-506-1073

