AMC Institute Accreditation Review Outline

Introduction
1. Explain the process with the AMC
2. Share how other AMCs got it done
3. Explain that 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
2. Review documents supporting that procedures are in place. Cross referenced by AMCI
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

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