

**DME  
Accreditation Exemption Instructions  
Oklahoma Health Care Authority  
September 2013**

The following instructions are designed to assist providers who are either classified as exempt or for providers who are requesting an exemption from the Accreditation requirements for DME providers effective January 1, 2011. Send your exemption letter to the **OHCA Fax # 405.530.3224** or mail to:

Provider Enrollment  
Oklahoma Health Care Authority  
2401 NW 23<sup>rd</sup> St, Suite A-1  
Oklahoma City, OK 73107

*Providers Classified as Exempt from Accreditation Requirement*

- Fax a letter on business letterhead indicating that the DME contract is exempt from the Accreditation Requirement as listed on OHCA exemption list
- Letter must be signed by the provider's authorized representative

*Pharmacies exempt based on sales volume less than 5%*

- Submit an attestation letter on business letterhead indicating that the pharmacy meets all of the criteria related to exemption for accreditation
- Letter must be signed by the provider's authorized representative

*Providers Requesting an Exemption from OHCA Accreditation Requirement*

OHCA recommends that providers who are listed on the exemption list that want to request an exemption send their request in prior to December 15, 2013 to avoid further delay in obtaining Accreditation if their request is denied.

- Provider must fax a letter on business letterhead explaining their request for exemption. The letter should be specific about the reasons for the exemption request based on member product and service access issues.
- If the request is received by December 15, 2013, OHCA will review the exemption request and return a response within 15 business days of receipt to allow the provider time to initiate the accreditation process if denied.