

Nursing Referral Service Agency (NRSA) Checklist

Agency's name - _____

Date received - _____

Date reviewed - _____

Complete application - _____

List missing items -

1. Contractual Arrangements with independent contractors (if applicable) - _____

COMAR10.07.07.08A

Develop and implement policies and procedures to screen licensed or certified health professionals and care providers that include the following:

2. Verification of current professional licensure or certification - _____

COMAR10.07.07.08B(1)(b)

3. A basic health screening including tuberculosis screening - _____

COMAR10.07.07.08 B(1)(c)

4. Verification of references - _____

COMAR10.07.07.08B(1)(d)

5. Verification of employment history - _____

COMAR10.07.07.08B(1)(e)

6. Completion of I-9 forms - _____

COMAR10.07.07.08B(1)(f)

7. An in-person interview of a licensed or certified health professional - _____

COMAR10.07.07.08B(1)(g)

8. A State criminal history records check or a private agency background check in accordance with Health-General Article, §19-4B-03(c), Annotated Code of Maryland - _____

COMAR10.07.07.08B(1)(a)

9. Disclose to the client or the client's representative whether or not the agency has made a determination that the referral is appropriate to the needs of a client and is in compliance with applicable titles of Health Occupations Article, Annotated Code of Maryland - _____

COMAR10.07.07.08B(2)

10. Client Participation. An agency shall allow clients to accept or reject, at their discretion, any licensed or certified health professional or care provider that is referred by the agency - _____

COMAR10.07.07.08D

Complaint Process. An agency shall institute an internal client complaint investigation process that includes:

11. Notice to the client or the client's representative of the complaint process - _____

COMAR10.07.07.08C(1)(a)

12. Protocols to investigate complaints - _____

An agency shall provide notice to clients of the Department's complaint hotline number for complaints about services provided by an individual that is referred by the agency - _____

COMAR10.07.07.08C(2)

13. Workman's Compensation Insurance (must provide copy of certificate) - _____

14. Assessment and Taxation proof - _____

Additional notes -