

4761:1-14-02

Inspection requirements.

- (A) When conducting a site visit to an HME facility the representative from the board may conduct a visual inspection of the facility and may request that the licensee or certificate holder produce the documents referenced in paragraph (B) of this rule. The investigator will be provided with access to the entire facility including any locked or secure locations and shall be provided with access to all records or documents stored on site. The HME provider is required to inform the representative from the board if any equipment is stored in an off-site location and shall also provide the representative with information if any records are maintained and or stored off site.
- (B) The representative will be permitted to review documents showing evidence of the following:
- (1) Evidence of continuing education courses taken by all staff members;
 - (2) Records of all inventory on site;
 - (3) Records of all inventory that has been sold or leased to a client, including maintenance records of HME; and
 - (4) Client files and documentation since the last inspection for the board.
- (C) The representative from the board may ~~take~~make copies of any original ~~documents~~records, which shall be certified by the licensee or certificate of registration holder and has three business days to return copies of the documents to the licensee or certificate of registration holder. The board may subpoena original records at any time during the course of an investigation pursuant to section 4752.08 of the Revised Code. At the conclusion of any investigation conducted by the representative from the board, the original ~~documents~~records will be returned to the licensee or certificate of registration holder.