

General Application Processing Information:

Important Note: Please allow adequate time when applying for licensure prior to opening facility. The Alabama Board of Home Medical Equipment is committed to providing timely service and expeditious application processing. Due to the application and site inspection requirements, please allow approximately two to four weeks for the completion of the licensure process. The following are the steps involved in acquiring a license for the typical applicant:

- Complete Application – Applications are reviewed and processed in order of receipt. If an application is incomplete for any reason, the applicant is written regarding the deficiencies and given ninety (90) days to complete. If the application is not completed ninety (90) days from the date of the notification of deficiencies, the application will expire and a new application will be required.
 - Pass Site Inspection – Once the application is complete the Board Inspector is notified to schedule a site inspection. The inspector will contact the applicant and schedule a date and time for inspection. Site Inspections are also done in order of receipt. The inspection will consist of reviewing all applicable licenses for the facility as listed in the application and compliance with the Supplier Standards which can be found at www.homemed.alabama.gov
 - Notification of Site Inspection Results – The inspector will send the completed site inspection form to the Board office. The Board will notify the applicant of the site inspection results. If the site inspection is failed, the applicant will be written of the specific deficiencies, options for appeal, and guidelines to re-inspection.
 - Certificate Mailed – The Licensure Certificate will be mailed to the applicant's business address as listed on the application upon completion of the above steps. Certificates will not be overnighted or faxed to applicants. Again, please allow adequate time for the completion of the licensure process. All certificates expire on August 31st regardless of date of issue due to statutory limitations. Upon renewal applicants will have a full annual license.

**Return completed application to: The Alabama Board of Home Medical
Equipment P.O. Box 240636 -0636 Montgomery, AL 36124**
**checks payable to: The Alabama Board of Home Medical
Equipment or ABHME**