

## HOSPICE CARE PROGRAM Renewal License Application Instructions

### General Information and Instructions

Chapter 3712. of the Revised Code (RC) and Chapter 3701-19 of the Ohio Administrative Code (OAC) require all hospice care programs to be licensed, and also set forth the conditions for licensure. A hospice license is valid for three years.

Rule 3701-19-03(H) of the OAC requires all Hospice Care Programs to submit a renewal application at least ninety (90) days prior to the expiration of the license.

### Required Documents

The following documents must be submitted, as applicable, with your "Hospice Care Program Renewal Application" and fee:

1. If the program is Medicare certified, evidence of the program's current Medicare certification with its expiration date noted
2. If the program is certified or accredited by an entity other than the Secretary of the U.S. Department of Health and Human Services, a copy of the most recent accreditation decision report
3. Hospice care programs that include an in-patient facility, must include the following documents:
  - a. A copy of the Certificate of Occupancy Permit, if it is different than the one previously submitted
  - b. A copy of a current State Fire Marshal Inspection report documenting the facility is in compliance with the state fire code

### Application Submission

#### Option 1 – Hard Copy Submission

**A check or money order, made payable to the Treasurer, State of Ohio in the amount of \$600 must accompany your application.**

Submit the completed renewal application form, check or money order in the correct amount, and the required documents listed above to the following address:

Ohio Department of Health  
Revenue Processing #2171  
PO Box 15278  
Columbus, Ohio 43215

If the application is incomplete or is not accompanied with the fee and required documents listed above, licensure approval may be delayed, your application may be returned to you or your application may be denied. Deposit of your fee does not mean that your application has been accepted and/or declared complete.

### **Option 2 - Electronic Submission**

Submit the completed renewal application form, fee in the correct amount, and the required documents listed above electronically online at <http://publicapps.odh.ohio.gov/EID>. Acceptable forms of payment include Visa, MasterCard, American Express or an electronic check from a checking account. Requests for new Enhanced Information Dissemination & Collection (EIDC) accounts or changes to an existing EIDC account can be submitted online at the above site by selecting "EIDC User Account Request".

If the application is incomplete or is not accompanied with the fee and required documents listed above, licensure approval may be delayed, your application may be returned to you or your application may be denied. Deposit of your fee does not mean that your application has been accepted and/or declared complete.

### **Onsite Inspection**

In accordance with rule 3701-19-05(A) of the OAC, an onsite inspection may be conducted prior to approving the license renewal.

### **Contact Information**

If you have any questions regarding your licensure application, please e-mail the Bureau of Regulatory Operations, Ohio Department of Health at [liccert@odh.ohio.gov](mailto:liccert@odh.ohio.gov) or call (614) 466-7713.

# Hospice Care Program Licensure Application

As defined in Chapter 3701-19 of the Ohio Administrative Code

Facility ID #
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Please print legibly in ink or type

1. Application Type – Check one <input type="checkbox"/> New application <input type="checkbox"/> Renewal application <input type="checkbox"/> Change of ownership
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2. Program name (DBA)			
3. Address			
4. City	5. Zip	6. County	7. Phone number
8. E-mail address			
9. Is in-patient care provided at this location? <input type="checkbox"/> No <input type="checkbox"/> Yes, provided by <input type="checkbox"/> hospice program <input type="checkbox"/> contract Facility type: <input type="checkbox"/> hospital <input type="checkbox"/> nursing home <input type="checkbox"/> other			
10. Counties served:			

Mailing address, if different from above

11. Name		
12. Address		
13. City	14. State	15. Zip

16. Are there other hospice care programs under this licensure not located at the above address? <input type="checkbox"/> No <input type="checkbox"/> Yes    If yes,	
Name	Name
Address	Address
City, State, Zip	City, State, Zip
County	County
Is in-patient care provided at this location? <input type="checkbox"/> No <input type="checkbox"/> Yes, provided by <input type="checkbox"/> hospice program <input type="checkbox"/> contract Facility type: <input type="checkbox"/> hospital <input type="checkbox"/> nursing home <input type="checkbox"/> other	Is in-patient care provided at this location? <input type="checkbox"/> No <input type="checkbox"/> Yes, provided by <input type="checkbox"/> hospice program <input type="checkbox"/> contract Facility type: <input type="checkbox"/> hospital <input type="checkbox"/> nursing home <input type="checkbox"/> other

**Ownership**

17.	<input type="checkbox"/> Individual <input type="checkbox"/> Association <input type="checkbox"/> Limited Liability Co.	<input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other	
18. Tax Status	<input type="checkbox"/> For profit	<input type="checkbox"/> Not for profit	
19. Association/Affiliation	<input type="checkbox"/> None <input type="checkbox"/> Nursing home <input type="checkbox"/> Other	<input type="checkbox"/> Hospital <input type="checkbox"/> Home health agency	
20. Medicare Certified?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, provider #	

21. Names of persons having ownership or control interest in the business entity

Name	Address	City/State/Zip

22. Business entity name (legal name as registered with the Secretary of State)

Business entity name (legal name as registered with the Secretary of State)			
Address			
City	State	Zip	Charter/registration #

23. Corporate Officers/Partners/ LLC Members

Name/Title	Address	City/State/Zip	Telephone #

24. Statutory agent name

Statutory agent name			
Address			
City	State	Zip	Phone number

25. How does your hospice program provide/intend to provide the following services?

Categories	Direct	Contract	Contractor's Name, Address, Phone Number
24-hour nursing services	<input type="checkbox"/>	<input type="checkbox"/>	
Physician services	<input type="checkbox"/>	<input type="checkbox"/>	
Medical supplies: drugs, biologicals & appliances	<input type="checkbox"/>	<input type="checkbox"/>	
Medical social services	<input type="checkbox"/>	<input type="checkbox"/>	
Physical therapy	<input type="checkbox"/>	<input type="checkbox"/>	
Occupational therapy	<input type="checkbox"/>	<input type="checkbox"/>	
Speech/language therapy	<input type="checkbox"/>	<input type="checkbox"/>	
Volunteer services	<input type="checkbox"/>	<input type="checkbox"/>	
Bereavement	<input type="checkbox"/>	<input type="checkbox"/>	
Counseling	<input type="checkbox"/>	<input type="checkbox"/>	
Short-term inpatient care palliative & respite	<input type="checkbox"/>	<input type="checkbox"/>	
Home health aide services	<input type="checkbox"/>	<input type="checkbox"/>	

**Attestation**

By checking this box, I attest that the hospice care program has a written policy establishing procedures to be followed in preventing the diversion of controlled substances containing opioids that are prescribed to its hospice patients and this written policy is in compliance with Section 3712.062 of the Ohio Revised Code.

**Affidavit**

By signing below, I certify that to the best of my knowledge, the information provided in this application and the accompanying materials are true and accurate.

I acknowledge awareness of the provisions of the Ohio Revised Code which provide that any person who knowingly makes a false statement, or knowingly swears or affirms the truth of a false statement previously made, which the statement is made with purpose to secure the issuance by government agency of a license, is guilty of falsification, a misdemeanor of the first degree [Revised Code section 2921.13(A)(5) and (D).] A misdemeanor of the first degree is punishable by fine and/or imprisonment as provided in section 2929.21 of the Ohio Revised Code.

I also knowledge that pursuant to division (C) of section 3712.04 of the Revised Code, the Department may suspend or revoke a license if the licensee made any material misrepresentation in the application for the license.

If a representative of the applicant signs this affidavit, s/he must include documentation that s/he is the applicant's authorized representative.

Type/Print Applicant/Authorized Representative Name	Title
Signature	Date