Info Update vs. Change Application

INFO UPDATE

- Change DBA Name
- Update Accreditation/Certification
- Amendments to controlling persons
- Amendments to the legal entity name
- Update Collaborating HCI
- Update Chief Administrative Officer, Managers, and some personnel
- Change of Location (Home Health and Hospice Facilities only)
- Geographic Region Updates (Home Health and Hospice Facilities only)

CHANGE (MODIFICATION)

- Add or Remove a Service
- Add or Remove a Colocator
- Increase or Decrease Capacity, Respite Capacity, or Dialysis Stations
- Physical Plant Changes exceeding $300,000
- Change in building that affects compliance with physical plant requirements
- Fire Risk Level (DDGH and BSGH only)

Detailed Instructions/Training Guide: Licensing Management System

What You Can Change Without Notification

FACILITY DETAILS IN YOUR PORTAL

- Facility Phone, Email, Mailing Address
- Primary Contact Name, Phone, Email
- Owning Entity Mailing Address, Phone, Email
- Some Employees such as BHP, Medical Director, Nursing Executive etc.
- Hours of Operation
- Which People Have What Access to your Portal (Delegated Users)

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