

## Outpatient Physical Therapy/Speech-Language Pathology Providers (OPT/SP) Report of Change Application Checklist for Change of Name

The following is a list of application forms and supporting documents required for a complete application packet. Failure to include each of the forms and documents will delay processing.

### CHECKLIST AND INSTRUCTIONS - *Please submit your documents in this order*

#### REQUIRED DOCUMENTS FOR A CHANGE OF NAME

<i>Use this space to check if included</i>	<b>Forms and supporting documents</b>	<b>Additional Instructions (Each form listed also has instructions on the form)</b>
	Cover Letter	<p><b>COVER LETTER</b></p> <p>Letter on company letterhead with the following information:</p> <ul style="list-style-type: none"> <li>• License number</li> <li>• Facility name and address</li> <li>• Facility ID number (if known)</li> <li>• Brief description of request.</li> <li>• Previous and proposed/new name</li> <li>• Contact information (name, title, phone number, and email address)</li> <li>• Emergency Contact Information (name, email, alternate email, phone, fax, and phone number that will receive text messages). The Department will use this information to contact the provider in the event of an emergency using the California Health Alert Network (CAHAN). All information provided must allow CAHAN to contact the provider on a 24/7/365 basis for distribution of health alerts. For additional information: <a href="https://www.calhospitalprepare.org/cahan">CAHAN</a> (https://www.calhospitalprepare.org/cahan)</li> <li>• Signature</li> </ul>

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	HS 200	<p><b>LICENSURE &amp; CERTIFICATION APPLICATION</b> [Title 42 Code of Federal Regulations (CFR) section 485.709]</p> <p><b>Tips</b></p> <ul style="list-style-type: none"> <li>• Page 2, section B, item 6 — An organization must own 100 percent of the licensee to be considered a parent company. This parent company will have its own Employer Identification Number (EIN)</li> <li>• Page 3, section C, item 7 — When listing the names of individuals with direct or indirect ownership of the facility in section C, provide the EIN (do not enter a Social Security number in this field)</li> </ul>
	HS 309 1 <sup>st</sup> Page	<p><b>ADMINISTRATIVE ORGANIZATION</b> [42 CFR section 485.709(a)]</p> <ul style="list-style-type: none"> <li>• Corporations complete page one</li> <li>• Do not submit any attachments</li> </ul>
	HS 309 2 <sup>nd</sup> Page	<p><b>ORGANIZATIONAL STRUCTURE</b></p> <p>Only complete fields that are applicable to applicant's entity type</p> <p><b>Tip</b></p> <ul style="list-style-type: none"> <li>• Page 2, item 1 — Health care districts will fill in the circle for other</li> </ul>

### MEDI-CAL CERTIFICATION DOCUMENTS

<i>Use this space to check if included</i>	<b>Forms and supporting documents</b>	<b>Additional Instructions</b> (Each form listed also has instructions on the form)
	DHCS 9098	<p><b>MEDI-CAL PROVIDER AGREEMENT</b></p> <ul style="list-style-type: none"> <li>• Do not leave any questions blank. Enter “same” or “N/A” if not applicable</li> <li>• The mailing address must be the same as reported on the HS 200 form, section C, Page 3, item 4</li> <li>• Notarized signature page is required</li> <li>• Submit the "Acknowledgement" page from the notary public</li> </ul>

### MEDICARE CERTIFICATION DOCUMENTS

<i>Use this space to check if included</i>	<b>Forms and supporting documents</b>	<b>Additional Instructions</b> (Each form listed also has instructions on the form)
	CMS 1856	<p><b>REQUEST FOR CERTIFICATION IN THE MEDICARE AND/OR MEDICAID PROGRAM TO PROVIDE OUTPATIENT PHYSICAL THERAPY AND/OR SPEECH PATHOLOGY SERVICES</b></p> <p>Submit a copy of the CMS 1856</p>
	HHS 690	<p><b>ASSURANCE OF COMPLIANCE</b></p> <ul style="list-style-type: none"> <li>• <b>The Office of Civil Rights (OCR) online portal is:</b> <a href="https://ocrportal.hhs.gov/ocr/aoc/instruction.jsf">Office for Civil Rights (https://ocrportal.hhs.gov/ocr/aoc/instruction.jsf)</a></li> <li>• Once the online submission is completed, an electronic notification from OCR stating the <b>Assurance of Compliance</b> form was submitted successfully will be received by the applicant</li> <li>• Submit a copy of this notification</li> </ul>