



Health Care Regulation & Quality Improvement
800 NE Oregon Street, Suite 305
Portland, Oregon 97232
971-673-0540
971-673-0556 (Fax)

RE: Request for initial hospice licensure

The hospice licensing requirements are those contained within the Oregon Administrative Rules (OARs) Chapter 333, Division 35, and the Centers for Medicare and Medicaid (CMS) hospice Conditions of Participation (CoPs) found at 42 CFR Part 418.

This office has received your initial hospice licensure request. Your application packet is determined to be .

Please send us the following information:

[] Application: Complete and submit a hospice application, found online in the application section of www.healthoregon.org/hcrqi

[] Fee: Include a check or money order for \$750.00 payable to the "Oregon Health Authority".

[] Resume: Include a resume for your administrator, with the following requirements:

- Must be a current resume
- Must show evidence that the administrator is a hospice employee who possesses the education and experience required by the hospice governing body as required by CFR 418.100.
- A job description which reflects the governing body approved education and experience qualifications must accompany the resume.
- The resume must include the employer's name and location, the dates of employment including month and year, the title of the position held, and the duties performed.

[] Policies and Procedures: Develop policies and procedures and associated or applicable forms which demonstrate compliance with the hospice OARs and hospice CoPs. Please submit a sampling of the hospice's policies and procedures, with associated forms, which demonstrate compliance with the following:

- CFR 418.52 Patient's Rights
- CFR 418.56 Interdisciplinary Group, Care Planning, and Coordination of Services
- CFR 418.100 Organization and Administration of Services

Send requested information to:

Attention: Hospice Team
Health Care Regulation and Quality Improvement
800 NE Oregon St. #305
Portland, OR 97232

The policies and procedures sent to this office cannot be returned to you. The length of the hospice initial licensure process varies depending on multiple factors such as whether or not the application is complete, whether or not additional information needs to be submitted, current work load and availability of resources necessary to complete the request review, etc. Therefore, it is not possible to establish specific time frames. Due to the large volume of applications received, please email all inquiries to mailbox.hclc@state.or.us (attention Hospice Team).

Please note that once a hospice is licensed and is providing care to patients, it may become Medicare certified. Medicare certification gives the hospice the ability to bill Medicare for services it provides. More information about the Medicare certification process may be found on our website at www.healthoregon.org/hcrqi.

Sincerely,

HCRQI Staff
Oregon Health Authority
Public Health Division
Health Care Regulation and Quality Improvement

If you need this information in an alternate format, please call our office at (971) 673-0540 or TTY (971) 673-0372.