



**Health Care Regulation & Quality Improvement**  
800 NE Oregon Street, Suite 465  
Portland, Oregon 97232  
971-673-0540  
971-673-0556 (Fax)

RE: Request for initial home health agency licensure

If you are interested in applying for initial licensure for a Home Health Agency, please send us the following information:

[ ] Application: Complete and submit a home health agency application, found online in the application section of [www.healthoregon.org/hflc](http://www.healthoregon.org/hflc)

[ ] Fee: Include a check or money order for \$4000.00 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 either:

1. A physician or registered nurse, currently licensed in Oregon, who has education, experience, and knowledge in community health service systems appropriate to the fulfillment of his/her responsibilities; or

2. Is an individual who has education, experience, and knowledge in a related community health service systems and at least one year overall administrative experience in home health care or related community health program appropriate to the fulfillment of his/her responsibilities.

(Please 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. Submit a sampling of the agency's policies and procedures, with associated forms, which reflect compliance with the following Oregon Administrative Rules (OARs):

- OAR 333-027-0060 Administration of Home Health Agency
- OAR 333-027-0080 Patients' Rights
- OAR 333-027-0090 Plan of Treatment

Send requested information to:

Attention: Home Health Agency Team  
Health Care Regulation and Quality Improvement  
800 NE Oregon St., Suite 465  
Portland, OR 97232

The policies and procedures sent to this office cannot be returned to you. The length of the home health agency 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@odhsoha.oregon.gov](mailto:mailbox.hclc@odhsoha.oregon.gov) (attention HHA Team).

Please note that once a home health agency is licensed and is providing care to patients, it may become Medicare certified. Medicare certification gives the agency 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/hflc](http://www.healthoregon.org/hflc).

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 711.