

Re: Hospice Agency License Renewal

Dear Administrator:

Your license to operate a Hospice in the State of Oklahoma is due to expire in the near future. As required by the Oklahoma Hospice License Act, **the application for renewal of an existing licensed hospice shall be filled at least sixty days prior to the expiration date of the license.**

Please complete the attached Form ODH-924, providing all information requested. Return the original to this office along with a check or money order for the required renewal fee of \$2000.00 made payable to the Oklahoma State Department of Health. **Please be sure the license application is signed, dated and returned to this office with the required attachments within thirty (30) days of your receipt.**

The Oklahoma Hospice Licensing Act also requires that renewal applications be accompanied by an update to the plan of delivery of hospice services. Please provide this update in narrative format with your renewal application. If there is no change, check "no" on question 8 of the application (not attachment is required).

To ensure your application is processed in a timely manner, please verify that your application for renewal is complete with the following:

- Renewal Fee (\$2000.00)
- Alternative Administrative Office fee (AAO) (\$500.00 per AAO)
- Application signed and dated
- All areas of the application are addressed completely
- Required attachments enclosed
- The entity name and DBA listed on ODH Form-924 is active and matches Secretary of State Records

All licensure fees must accompany your completed application form. All mailed fees must be submitted to the following address: **Financial Management- Receipting Unit, PO Box 268823, Oklahoma City, OK 73126-8826. Failure to do so may result in a delay in processing your application. If you require assistance in this process, please contact this office at (405) 426-8470.**

Sincerely,

Dawn Lovett-Whitney, RN

Dawn Lovett-Whitney, RN
Administrative Programs Manager
Home Services Division
PHS- Medical Facilities Serviced

Enclosed- ODH Form 757, Rev. 01/18