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# Rural Health Clinic (RHC) Request to Provide Visiting Nurse Services

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## How do I request providing visiting nurse services from my RHC?

In accordance with [Chapter 2](#), § 2246, Centers for Medicare/Medicaid Services (CMS) State Operations Manual (SOM), an RHC may seek approval, through the State Agency, to provide covered visiting nurse services. All required materials may be found below, or requested through the Bureau of Facility Standards at (208) 334-6626.

## What is included in the request to provide visiting nursing services?

In accordance with [Chapter 2](#), § 2246, of the SOM, the RHC must establish that a Home Health Agency (HHA) shortage area exists. In doing so, the RHC must provide the following information for review:

1. Narrative documentation and a map of the specific area in which visiting nursing services are to be provided.
2. Narrative documentation and a map showing where an HHA shortage area exists in the area, which includes:
  - a. Distance of the nearest HHAs and their service areas,
  - b. Travel time from the nearest HHAs service areas.
3. If there is an existing HHA furnishing service in the proposed RHC area, please provide documentation from the HHA of its ability, or inability, to adequately furnish nursing services in the area.
4. The qualifications and responsibilities of the personnel who will be providing the services (e.g., RN, LPN, or Licensed Vocational Nurse).

## How do I complete the request to provide visiting nursing services?

Please provide the requested documentation (items #1- #4 above) to the Bureau of Facility Standards. Please ensure that all hand-printed applications are clearly printed and easily readable.

## Where do I send my completed request information?

All required documents should be submitted by mail and/or hand delivered.

***PLEASE KEEP A COPY FOR YOUR RECORDS***

1. If mailing the application packet, send to:

Department of Health and Welfare  
Bureau of Facility Standards  
P.O. BOX 83720  
BOISE, ID 83720-0036

2. If hand delivering the application packet, bring to:

Department of Health and Welfare  
Bureau of Facility Standards  
3232 Elder Street  
Boise ID 83705

### **What happens after I submit my request to provide visiting nursing services?**

Bureau of Facility Standards staff will review the materials you submitted. If the information is incomplete or if there are questions, Bureau staff will contact you. The SA will make a determination as to whether or not a HHA shortage area exists. Once the determination is made, all documentation and recommendations are forwarded to the Centers for Medicare Regional Office for final determination of approval. If there is not a shortage area, approval to furnish visiting nursing services to homebound patients will not be granted. In those cases the RHC must refer its homebound patients to the HHA serving the area.

### **How long will the change of services process take?**

The length of this process varies depending on multiple factors such as whether or not the facility's documentation is complete, whether or not additional information needs to be submitted, current work load and availability of resources necessary to complete the review, etc. Therefore, it is not possible for the Bureau of Facility Standards to establish specific timeframes.

### **Additional information**

For additional information please access the website and reference information below or contact the Bureau of Facility Standards at (208) 334-6626 or email questions to [fsb@dhw.idaho.gov](mailto:fsb@dhw.idaho.gov).

### **Centers for Medicare & Medicaid Services**

[Rural Health Clinics Center](#)