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# Rural Health Clinic (RHC) Change in Location Process

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## What is a change in location?

When a facility's physical location moves, this is known as a change in location.

## How is a change in location requested?

When an RHC changes its physical location, the RHC must ensure the proposed area has been designated as a shortage area within the prior three years. The Shortage Designation Branch of the Health Resources and Service Administration (HRSA) can be accessed for current designation status. Please refer to [HRSA - Shortage Areas](#) for HPSA designations and [HRSA - Medically Underserved Areas/Populations](#) for MUA/P designations.

Additionally, for information specifically related to the Idaho State review schedule, please contact the [State Office of Rural Health and Primary Care](#) by phone, fax, or email as follows:

(208) 334-0669  
(208) 332-7262 fax

[ruralhealth@dhw.idaho.gov](mailto:ruralhealth@dhw.idaho.gov)

If the area has been designated as a shortage area, then the RHC must complete and submit an application to relocate. Application materials may be found below or requested through the Bureau of Facility Standards at (208) 334-6626, option 4.

## What is included in the change in location request packet?

The change in location request packet includes what must be submitted and reviewed by the Bureau of Facility Standards (items #1 - #3) as follows:

1. Request to Establish Eligibility - [CMS form 29](#)
2. A narrative report which includes:
  - The physical location of where the facility is to be located.
  - The anticipated date that the move will occur.

3. Documentation that the area meets RHC location requirements.

### **How is the change in location request completed?**

Complete all information as described in items #1 - #3 above. Please ensure that all information is included and that all hand-printed reports are clearly printed and easily readable.

### **Where is the completed change in location request sent?**

The change in location request materials can be submitted by mail and/or hand delivered. ***PLEASE KEEP A COPY FOR YOUR RECORDS.***

 If mailing, mail to:

Department of Health and Welfare  
Bureau of Facility Standards  
P.O. BOX 83720  
BOISE, ID 83720-0009

 If hand delivering, deliver to:

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

### **What happens after the change in location request materials have been submitted?**

Bureau of Facility Standards staff will review the submitted materials. If the materials are incomplete, or if there are questions, Bureau staff will contact the provider. Once the change in location materials have been approved and the Bureau of Facility Standards receives notification from the Medicare Administrative Contractor (MAC) that the [CMS-855A](#), Medicare Enrollment Application has been approved, the change of location packet will be forwarded to the CMS Regional Office X, for final review and decision-making. ***Please see below for additional information related to the CMS-855A.***

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

The length of the RHC change of location process varies dependent upon multiple factors such as whether the submitted information is complete, whether additional information needs to be submitted,

current work load, and availability of resources necessary to complete the change of location review, etc. Therefore, it is not possible for the Bureau of Facility Standards to establish specific timeframes.

### **How do I get paid for providing services?**

CMS requires RHCs to complete the CMS form 855A, Medicare Enrollment Application, and forward it to the MAC for approval when a change of location occurs. The CMS form 855A may be accessed on the Internet or requested directly from your MAC:

[Medicare Provider Enrollment](#)

Read the instructions on the web site and obtain the form by clicking on the version you will need for your computer.

Noridian Administrative Services  
P.O. Box 6726  
Fargo, ND 58108-6726  
888/608-8816

[www.noridianmedicare.com](http://www.noridianmedicare.com)

### **Additional information**

For additional information please contact the Bureau of Facility Standards at (208) 334-6626, option 4 or email questions to [fsb@dhw.idaho.gov](mailto:fsb@dhw.idaho.gov).