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# Rural Health Clinic (RHC) Facility Changes Process

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## What facility changes need to be reported?

Whenever a facility makes a change, including facility name changes, Administrator changes, changes in operational status (voluntary termination) and/or phone number and email address changes, the RHC is required to report the changes.

## How do I report facility changes?

Change notification materials are located below, or requested through the Bureau of Facility Standards at (208) 334-6626 option 4.

## What information is required for RHC facility changes?

The information required for submission is dependent on the changes taking place, as follows:

**A.** Phone number, email address changes and voluntary terminations: A cover letter is submitted with the new information and the date the change did or will occur.

**B.** RHC name changes and Administrator (delegated official) changes: A cover letter is submitted with the new information and the date the change did or will occur and a Request to Establish Eligibility - [CMS form 29](#) is required.

**C.** Please refer to the specific process information on the Bureau of Facility Standards web site for information related to [Changes in Location](#) or [Changes of Ownership](#).

## How do I submit my facility change notifications?

1. Submit all required information to the Bureau of Facility Standards. Please ensure that all information is included and that all hand-printed materials are clearly printed and easily readable.

## Where do I send my facility change notifications?



The RHC change materials can be submitted by mail and/or hand delivered.

*PLEASE KEEP A COPY FOR YOUR RECORDS.*

1. If you are mailing the information, mail to:

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

2. If you are hand delivering the information, deliver to:

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

## What happens after I submit my facility change notification materials?

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. Once the materials have been approved and the Bureau of Facility Standards receives notification from the Medicare Administrative Contractor (MAC) that your [CMS-855A](#) has been approved, (as applicable), the Bureau of Facility Standards will process the information on to the CMS Region X Office, Seattle, Washington, for final review and approval.

**Please see below for additional information related to the CMS-855A.** Please be aware, that your change will not be forwarded to CMS until all materials have been completed and returned to the Bureau of Facility Standards.

## How long will the facility changes process take?

The length of the RHC facility change process varies dependent on multiple factors such as whether the information is complete, whether 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.

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

For all changes except phone number and email address changes, CMS requires RHCs complete the CMS-855A form and forward it to the MAC for approval. The form CMS-855A can be accessed on the Internet or requested directly from your MAC:

[Medicare Provider-Supplier 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

<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).