

Re: Home Care Agency License Renewal

Dear Administrator:

The license for your home care agency is due to expire on **July 31st**. In order to continue your current licensed status, please complete the enclosed ODH Form 757 (*Rev. 1/2018*) *Application for Renewal License to Operate a Home Care Agency*, and return to this division with the required attachments and fee no later than **June 30th**.

Prior to license renewal, the applicant shall submit proof by furnishing a copy of:

- A. Trade Name Report from the Oklahoma Secretary of State's Office
- B. Agency administrator's current certification issued by the Department as a home care administrator
- C. License verification of Supervising RN/Alternate RN/Physician
- D. Certificate of insurance
- E. Proof of Renewal fee

To ensure your application is processed in a timely manner, please verify your submitted application is completed in its entirety, includes the correct renewal fee (branch renewal fee if applicable), and is signed. **Please retain a copy for your file.** Please contact our office at (405) 426-8470 if you have any questions.

Checks, money orders, or bank drafts must be made payable to the **OKLAHOMA STATE DEPARTMENT OF HEALTH** (No such fee shall be refunded) and SUBMITTED WITH YOUR COMPLETED APPLICATION to the following address (No such fee shall be refunded):

**OSDH, ATTN: FINANCIAL MANAGEMENT- RECEIPTS UNIT
FOR: PHS-MEDICAL FACILITIES
PO BOX 26882
OKLAHOMA CITY, OK 73126-8823**

Sincerely,

Dawn Lovett-Whitney, RN

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