

**TO: Private Psychiatric Inpatient Facilities Receiving an
On-Site Survey in 2009**

**FROM: Denise Cole, JD, MSN, RNC, Program Administrator, Private Psychiatric
Facilities Licensing**

RE: APPLICATION MATERIALS

Enclosed are the materials you will need to complete your application for licensure for the year 2009. Application procedures may be found in Section **5122-14-03** and fee amounts may be found in Section **5122-14-08** of the Administrative Rules for Licensure of Private Psychiatric Service Providers.

Providers must log any and all age exception admissions and submit this log annually to the Department for review per Section **5122-14-04(F)(3)** of the Administrative Rules.

Please ensure that all forms and documents submitted to the Department for review comply with Federal, State, and HIPAA requirements.

If applicable, please submit all requested corrective actions documented in your on site survey report.

Completed application packets must be submitted at least two weeks prior to the expiration of your current ODMH license. Please mail to:

*Denise Cole, JD, MSN, RNC, Private Psychiatric Facilities Program Administrator
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Please call or email me at your earliest convenience to schedule a survey date for January 2007.

Please feel free to contact me should you have any additional questions or require additional information. Thank you.

