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## AMBULATORY CARE: COMPREHENSIVE OUTPATIENT REHABILITATION FACILITY APPLICATION

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### INSTRUCTIONS FOR COMPLETION

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Incomplete applications will be returned. Prior to submitting the application, ensure it includes all required information, related required documentation.

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#### APPLICATION FOR LICENSE

Once all required application paperwork, including appropriate approvals (CMS-855), and the fee is received, an OHCQ representative will contact your program to schedule a date for initial Federal certification and State licensure inspections.

Be advised that an on-site Medicare inspection cannot be made until the CMS-855 has been reviewed and approved by Centers for Medicare and Medicaid Services (CMS).

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#### RENEWAL

Be advised that unannounced on-site recertification and complaint investigation surveys are being conducted by the OHCQ.

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#### FEE

There is no associated fee.

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#### REQUIRED APPLICATION SECTIONS

General Information  
Ownership  
Background  
Workers' Compensation  
Comprehensive Outpatient Rehabilitation  
Facility Affidavit

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#### REQUIRED DOCUMENTATION - INITIAL APPLICATION

1. Medicare forms completed in triplicate with original signatures. (The Medicare General Enrollment Booklet (CMS-855) can be obtained by contacting your Fiscal Intermediary, 877-235-8073. Any questions regarding the booklet should be directed to Novitas Solutions, Inc. at [www.novitas-solutions.com](http://www.novitas-solutions.com).)
  2. A copy of the accreditation letter from the Commission on Accreditation of Rehabilitation Facilities.
  3. If your program does not have workers' compensation insurance **AND** does not have any employees, submit a Letter of Exemption (sole proprietorships or partnerships) or Certificate of Compliance (corporations or LLCs) from the Certificate of Compliance Coordinator at the Workers' Compensation Commission. For information call 410-864-5100 or via e-mail at [www.wcc.state.md.us](http://www.wcc.state.md.us).
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#### CODE OF MARYLAND REGULATIONS (COMAR) 10.07.18

To obtain a copy of the regulations:

- A. Visit the Division of State Documents website at [www.dsd.state.md.us](http://www.dsd.state.md.us);
  - B. Call the Division of State Documents at 410-974-2486 x3876 or 800-633-9657 x3876; or
  - C. Visit your library (click this link to find the closest location: [www.dsd.state.md.us/Depositories.aspx](http://www.dsd.state.md.us/Depositories.aspx)).
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#### QUESTIONS

Please contact 410-402-8269 or visit the OHCQ website at <http://health.maryland.gov/ohcq> for questions related to the application.

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**SEND COMPLETED APPLICATION TO:**

Ambulatory Care Program  
OHCQ  
7120 Samuel Morse Drive  
Second Floor  
Columbia MD 21046

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