

OFFICE HOURS

To change the office hours of your agency submit the following information and/or documentation:

A letter on your agency's letterhead and include the following:

- The agency's license number. The number is located on agency's license.
- The days and hours of your office hours.
Example: Monday through Friday 8:00 a.m. to 4:00 p.m.
- Effective date of the change.
- Signature of administrator on the letter (the name must be on record with the Department).

Once the above mentioned documents are submitted and approved, the Department will update our database to reflect the changes and send a confirmation letter to the agency.

Submit change request to:

Kelly Hemmelgarn
Program Director, Acute Care
Indiana State Department of Health
Acute Care Division
2 N Meridian St., Section 4A 07
Indianapolis, IN 46204