

MEDICARE AGENCY ADDRESS CHANGE

Dear Medicare Provider:

To change the physical address of your agency submit a signed letter on the agency's letterhead (*administrator must sign*) to include the following:

- The agency's license number. The license number is located on the agency's license.
- The current (*old*) address of the agency.
- The new (*pending approval*) address of the agency.
- The anticipated or effective date of the address change.
- Statement whether adding or removing counties due to relocation
 - Geographic area served form w/ map – highlight any new areas of coverage
- Statement whether patient and/ or employee census changed due to relocation

Medicare facilities must complete a CMS 855 for an address change, effective immediately. The provider must include in their notice to the department a statement verifying completion and submission of the CMS 855 to their fiscal intermediary.

Please note the department cannot forward the address change notice to the regional office until the CMS 855 has been approved by the fiscal intermediary.

Once all documentation has been received, the Department will forward notice of the address change to the Regional office for review and/or approval.

Submit the change request to:

Kelly Hemmelgarn
Program Director, Home Health
ISDH/Acute Care Division
2 N Meridian Street, Section 4A
Indianapolis, IN 46204