

AGENCY NAME CHANGE

Dear Provider:

To add or change a “doing business as” (dba) name of your agency submit the following information and/or documentation:

A letter on your agency’s letterhead to include the following:

- The agency’s license number. The number is located on agency’s license.
- The previous name of your agency.
- The new name of your agency.
- Signature of administrator on the letter (the name must be on record with the Department).

An applicable document from the Indiana Secretary of State (SOS).

- If the “doing business as” (dba) name is different from the corporation (owner) name, then must submit “Certificate of Assumed Business Name” signed by the Indiana Secretary of State.
- Submit the actual document from the Secretary of State (SOS) to the Department not the request to the Indiana Secretary of State to register a “doing business as” (dba) name.

Please ensure you file an 855a with your Fiscal Intermediary if you are Medicare certified.

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