



Eric J. Holcomb
Governor
Kristina Box, MD, FACOG
State Health Commissioner

Dear Provider:

Due to recent requests from the Regional office, and in an effort to become more efficient when processing your Change of Ownership (CHOW) applications, the department will require the following information to be submitted in conjunction with each CHOW.

Change of Ownership (CHOW) Requirements

Cover letter – Each CHOW application must contain an acceptable cover letter. If a CHOW occurs with multiple facilities involved with the same buyer, a separate cover letter and documentation is required for each facility. The cover letter should address only one (1) facility.

Please ensure that the cover letter is submitted in conjunction with the submission of the CHOW application. The cover letter should include the following:

- A brief description of the type of transaction that took place
- Projected or actual effective date of the transaction
- Names of the parties involved in the Change of Ownership (CHOW)
- Statement regarding the CMS 855-whether an 855 has been filed, approved, or will be filed

Example:

This notice is to confirm that, effective 01/01/2018, a Change of Ownership took place between the buyer, ABC Corporation, EIN Number, 12-345678 and the seller WXY Corporation, d/b/a AAA Homecare, EIN Number 98-765432.

Facility Address: Please list the complete dba name and address of the seller.
Seller's CCN Number or License Number, if applicable:

Other:

Example: *The buyer/seller's CMS 855 application will be /has been filed with the provider's fiscal intermediary. We will notify the department once an approval notice has been received.*

Changes that took place as a result of the CHOW:

Name Change – did the name of the agency/clinic change as a result of the CHOW?

Staff changes (if applicable): New Administrator, Clinical Supervisor, etc.?

Days/ Hours of operation changed (if applicable)

Mailing Address changed or added (if applicable):

Other changes (please describe)

IMPORTANT!!!

Prior to submission of the cover letter and the application, the buyer must submit to the department the following notices. (*Notices should be submitted at least thirty days in advance of the transaction taking place*):

- *A Notice or Intent to Sell letter from the Seller –the notice must be on the Seller’s letterhead and must be signed by the seller or the seller’s authorized representative*
- *A Notice or Intent to Purchase from the Buyer – the notice must be on the Buyer’s letterhead and must be signed by the buyer or an authorized agent.*

Please contact the Program Coordinator at 317-233-7302 if you have questions regarding this notice.