

May 2015

<NPI>

<Provider Name>

<Provider Address1>

<Provider Address2>

<City> <State> <zipcode5-zip4>

Dear Administrator:

RE: Reminder on Medicaid Bed Certification

This communication is a reminder that any facility wishing to change its Medicaid-certified beds (increase, decrease, or relocate) must receive approval for the change by the State Medicaid Agency. A *written* request to the State Medicaid Agency is required. Provide the following information when forwarding the written request:

- Number and location of all facility beds
- Current licensure and certification designation of all facility beds by unit or wing
- Current resident census
- Current resident census in Medicaid beds
- Requested number and proposed location of new Medicaid beds
- Number and location of beds to be dually certified

A layout of your facility is also requested showing current and proposed distribution of beds. This information must be sent to:

Michigan Department of Health and Human Services
Medical Services Administration
Long-Term Care Services Division
Attn: Marion Killingsworth
P.O. Box 30479
Lansing, Michigan 48909-7979

The entire policy and process on Medicaid Nursing Facility Bed Certification is outlined in the Nursing Facility Certification, Survey & Enforcement Appendix of the Medicaid Provider Manual, which can be viewed online at www.michigan.gov/medicaidproviders >> Policy and Forms >> Medicaid Provider Manual.

In addition to contacting the State Medicaid Agency, all providers must also contact their State Survey Agency Licensing Officer.

Questions may be directed to Marion Killingsworth, Long-Term Care Services Section, at (517) 335-5125.

Sincerely,



Stephen Fitton, Director
Medical Services Administration