The Michigan Nursing Home Administrator Licensure Examination is designed to determine that entry-level administrators possess the knowledge essential to protect the public’s health, safety, and welfare. The Michigan exam is called NHA State-based Exam on the exam registration website (www.nabweb.org).

STATE EXAMINATION INFORMATION

The Michigan (State-based) Nursing Home Administrator Licensure Examination consists of 100 multiple-choice questions based on the laws and rules of Michigan that apply to nursing home administration and facilities management. The content and weighting of the examination are as follows:

I. Community/Public Health Laws ................................................................. 50%
   A. State Administration
   B. Administrative Management of Facilities
   C. Patient Care
   D. Physician Services
   E. Nursing Services
   F. Infection Control
   G. Food Services
   H. Pharmaceutical Services
   I. Other Services
   J. Records
   K. Building and Grounds
   L. Emergency Procedures

II. Medicaid Regulations............................................................................. 20%
   A. Contractual Obligations
   B. Reporting Requirements
      1. Admission and Discharge
      2. Patient Financial Status Requirements
      3. Trust Fund Reporting Requirements
      4. Annual Cost Reporting
      5. Billing Procedures

III. Nursing Home Administrators’ State License Law, ...................... 10%

IV. State Fire Safety Laws .......................................................................... 10%

V. Michigan Labor Laws and Management Laws ............................ 10%
   A. Unemployment Insurance
   B. Worker’s Compensation
   C. Labor Relations
REFERENCE INFORMATION

Suggested References for the Michigan Nursing Home Administrator Licensure Examination:

1. “Michigan Public Health Code”, Article 17, Parts 201 and 217, and “Rules for Nursing Homes and Nursing Care Facilities” – Internet address: www.michigan.gov/bhcs. On the left hand side of the page, select the “Long Term Care” link. Under the “Resources” section located in the middle of the page, select “Nursing Home Enforcement”. Under “Statutory Reference Links” look for “Administrative Rules” and then download “Nursing Home and Nursing Care Facilities” rules. The state exam includes questions from the Public Health Code. On the left hand side of the page, select the “Long Term Care” link. Under the “Resources”, section located in the middle of the page, select “Federal and State Legislation” from the bottom table named “Public Health Code”, and then download “Facilities and Agencies” and “Nursing Home”. If you do not have internet access, contact the Department of Licensing and Regulatory Affairs (LARA), Long Term Care Division, PO Box 30035, Lansing, MI 48909, telephone: 517-334-8408.

2. “Nursing Facility” chapter of the Medicaid Provider Manual, Department of Community Health (DCH), Medical Services Administration (MSA) – Internet address: www.michigan.gov/medicaidproviders. Scroll through to the box in the middle of the page for the link that is titled “Policy and Forms”, then click on “Medicaid Provider Manual” to obtain the chapter on Nursing Facilities. If you do not have internet access, contact Medicaid Policy Support by fax at 517-335-5136 or email a request to MSA-Forms@michigan.gov to order a CD copy of the Medicaid Provider Manual.


7. “Employer Handbook” – Available only through mail order. Order forms are available on-line at: www.michigan.gov/uisa. To download the UIA Employer Handbook Order Form, click on “Forms” on the left side of the page. Then, under the section titled "UIA Employer Forms", the UIA Employer Handbook Order Form is the last one listed.

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