

Date: October 14, 2014
TO: All Ambulatory Care Providers and Stakeholders
FROM: Barbara Fagan, Program Manager
RE: Termination of Mailing Licensure Applications

This transmittal is to relay the message that the Office of Health Care Quality (OHCQ) will no longer use the U.S. Postal Service to send license renewal reminders to licensees. As of November 1, 2014, the OHCQ will only send license renewal reminder notifications through email. The following programs will be affected by this change:

Comprehensive Outpatient Rehabilitation Facilities
Freestanding Ambulatory Surgical Facilities
Freestanding Birthing Centers
Freestanding Kidney Dialysis Centers
Freestanding Major Medical Equipment facilities
Home Health Agencies
Hospice
Residential Services Agencies
Surgical Abortion Facilities

All applicants must go to the OHCQ website

<http://dhmh.maryland.gov/ohcq/AC/sitePages/Licensure-Application.aspx>, download the application and forward the completed application, licensure fee, and any other required information to the Ambulatory Care Unit for your applicable program. The mailing address is as follows:

Ambulatory Care Unit
Office of Health Care Quality
55 Wade Avenue
Bland Bryant Building
Catonsville, MD 21228

According to COMAR licensing regulations, all applications shall be submitted to the OHCQ at least 60 days before expiration of license.

In addition, it is pertinent that the OHCQ has a current email address on file as soon as possible. Please forward your email address to the appropriate person listed below for your specific facility. All incomplete application packets will be returned to the applicant, and the licensure process will begin upon receipt of a complete application packet.

elaine.horsey@maryland.gov
Residential Services Agencies

verlean.connor@maryland.gov
Freestanding Ambulatory Surgical Facilities
Freestanding Kidney Dialysis Centers
Surgical Abortion Facilities

dwayne.darby@maryland.gov
Comprehensive Outpatient Rehabilitation Facilities
Freestanding Major Medical Equipment facilities

phyllis.roberts@maryland.gov
Freestanding Birthing Centers
Home Health Agencies
Hospice