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## ALLIED HEALTH: HEALTH CARE STAFF AGENCY APPLICATION

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### INSTRUCTIONS FOR COMPLETION

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Incomplete applications will be returned. Prior to submitting the application, ensure it includes all required information, and related required documentation.

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#### **APPLICATION FOR LICENSE**

Prior to providing services, all Health Care Staff Agencies must be licensed by the OHCQ.

A person holding a nursing staff agency license who wishes to expand their referrals to other health care practitioners in addition to nursing personnel shall first obtain a new health care staff agency license.

To obtain a license, a complete application packet must be submitted. Policies and procedures must be submitted with the application in accordance with COMAR 10.07.03.05. After review of the application, a license will be issued.

Under Article §10.39, (.12) any agency found providing services without a license may be subject to a fine.

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#### **CHANGE OF INFORMATION, 10.07.03.06**

An agency shall notify the OHCQ of any change in ownership, address, or name of the agency within 30 calendar days of said change. Any change in agency ownership, name, or address requires issuance of a new license. If the change is the person who controls or operates the agency, the agency shall be considered a "New Agency" and the new owner shall comply with all regulations of this chapter when applying for a new license.

Failure to report changes to the OHCQ may result in a fine.

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#### **REQUIRED APPLICATION SECTIONS**

General Information

Ownership

Background

Workers' Compensation

Health Care Staff Agency

Affidavit

Addendum – Verification Form

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#### **REQUIRED DOCUMENTATION - INITIAL APPLICATION**

1. If your program does not have workers' compensation insurance **AND** does not have any employees, submit a Letter of Exemption (sole proprietorships or partnerships) or Certificate of Compliance (corporations or LLCs) from the Certificate of Compliance Coordinator at the Workers' Compensation Commission, [https://www.wcc.state.md.us/contacts\\_new.html](https://www.wcc.state.md.us/contacts_new.html), or call 410-864-5100

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#### **CODE OF MARYLAND REGULATIONS (COMAR) 10.07.03**

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#### **HEALTH CARE STAFF AGENCY HOTLINE**

In accordance with State regulations, the State of Maryland has established a Health Care Staff Agency Hotline. The purpose of the Hotline is:

To receive complaints about local Health Care Staff Agencies; and

To receive questions about local Health Care Staff Agencies.

The Hotline number is 800-492-6005. All voicemail messages will be returned during the next business day.

Written complaints may be submitted to the address at the end of the instructions or via our website at:

<https://health.maryland.gov/ohcq/Pages/Complaints.aspx>

**SUGGESTED FORMAT FOR WRITING POLICY AND PROCEDURE STATEMENTS**

1. Title or subject of the policy. (Example: Drug Testing)
2. Policy statement. Describe the agency's policy on the subject. (Example: All employees shall receive a drug test prior to placement.)
3. Purpose of the policy. Describe why the subject is important.
4. Procedures. Define who, when, and where. (Example: Before assignment to a facility, all employees will be required to have a drug test at ABC Drug Testing Facility.)

**ADD COMAR 10.07.03.08 ELEMENTS**

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**QUESTIONS**

Please contact 410-402-8094 or visit the OHCQ website at <http://health.maryland.gov> for questions related to the application.

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**SEND COMPLETED APPLICATION TO:**

Glenda Roberts, Administrative Officer II  
Allied Health / Developmental Disabilities Unit  
Office of Health Care Quality  
2<sup>nd</sup> Floor  
7120 Samuel Morse Drive  
Columbia MD 21046