

FACILITY HOURS

To change the facility hours of your facility submit the following information and/or documentation:

A letter on your facility's letterhead to include the following:

1. The facility's certificate of registration number. The number is located on facility's certificate.
2. The days and hours of your office hours. Example Monday through Friday 8:00 a.m. to 4:00 p.m.
3. Effective date of the change.
4. Signature of manager or owner on the letter (*the name must be on record with the Department*).

Once the above mentioned documents are submitted and approved, the Department will update our database to reflect the changes and send a confirmation letter to the facility.

Submit change request to:

Darlene Earls
Program Director
Indiana State Department of Health
Acute Care Division
2 N Meridian St., Section 4A 07
Indianapolis, IN 46204