



Department of
Mental Health

John R. Kasich, Governor
Tracy J. Plouck, Director

TO: Private Psychiatric Inpatient Facilities

FROM: Denise Cole, JD, MSN, RN, Program Administrator, Private Psychiatric Facilities Licensing

RE: APPLICATION MATERIALS

The application materials needed to complete your application for licensure for the year 2013 may now be obtained on-line at:

<http://mentalhealth.ohio.gov/what-we-do/protect-and-monitor/licensure-and-certification/inpatient-psychiatric-service-providers.shtml>

Application procedures may be found in Section **5122-14-03** and fee amounts may be found in Section **5122-14-08** of the Administrative Rules for Licensure of Private Psychiatric Service Providers. A copy of these rules may be obtained on-line at:

<http://mentalhealth.ohio.gov/what-we-do/protect-and-monitor/licensure-and-certification/rules/rules-in-effect.shtml>

Providers must log any and all age exception admissions and submit this log annually to the Department for review per section **5122-14-04(F)(3)** of the Administrative Rules.

Please ensure that all forms and documents submitted to the Department for review comply with Federal, State and HIPAA requirements.

If applicable, please submit all requested corrective actions documented in your on site survey report.

Completed application packets must be submitted at least two weeks prior to the expiration of your current ODMH license. Please mail to:

*Denise Cole, JD, MSN, RN, Private Psychiatric Facilities
Program Administrator
Ohio Department of Mental Health
30 East Broad Street, Suite 742
Columbus, Ohio 43215-3430
(614) 644-6166
FAX (614) 485-9739
denise.cole@mh.ohio.gov*

Establishing mental health as a cornerstone of overall health

30 East Broad Street
Columbus, Ohio 43215
mentalhealth.ohio.gov

614 | 466-2297
614 | 752-9696 TTY
614 | 752-9453 Fax