

C. Pursuant to Section 408.815(4), F.S., has the applicant or a controlling interest in the applicant, or any entity in which a controlling interest of the applicant was an owner or officer when the following actions occurred ever been:

Convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, chapter 893, 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396, Medicaid fraud, Medicare fraud, or insurance fraud, within the previous 15 years prior to the date of this application? YES NO

Terminated for cause from the Medicare program or a state Medicaid program? YES NO

If YES, has applicant been in good standing with the Medicare program or a state Medicaid program for the most recent 5 years and the termination occurred at least 20 years before the date of the application. YES NO

7. Provider Fines and Financial Information

Pursuant to subsection 408.831(1) (a), Florida Statutes, the Agency may take action against the applicant, licensee, or a licensee which shares a common controlling interest with the applicant if they have failed to pay all outstanding fines, liens, or overpayments assessed by final order of the agency or final order of the Centers for Medicare and Medicaid Services (CMS), not subject to further appeal, unless a repayment plan is approved by the agency.

Are there any incidences of outstanding fines, liens or overpayments as described above? YES NO

If YES, please complete the following for each incidence (attach additional sheets if necessary):

AHCA CASE NUMBER	CMS	ASSESSED AMOUNT	DATE OF RELATED INSPECTION, APPLICATION, OR OVERPAYMENT	PAYMENT BEG. DATE	PENDING APPEAL OF FINAL ORDER	
					YES	NO
NA	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Please attach a copy of the approved repayment plan if applicable.

8. Procedure/Transfer/Admitting Information

PROCEDURES PERFORMED (check all that apply):

First Trimester - which is the period of time from fertilization through the end of the 11th week of gestation.

Second Trimester - which is the period of time from the beginning of the 12th week of gestation through the end of the 23rd week of gestation.

TRANSFER AGREEMENTS/ADMITTING PRIVILEGES (check all that apply):

All the physicians performing abortions have admitting privileges at a hospital within reasonable proximity.

The abortion clinic has a transfer agreement with a hospital within reasonable proximity. If checked provide the hospital information below. Attach additional sheets if necessary.

Hospital Name LARKIN HOSPITAL			
Street Address 7031 SW 67 th AVE		Telephone Number 305 284 7500	
City SOUTH MIAMI	County MIAMI	State FL	Zip 33143

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B. LICENSURE FEES

ACTION	FEE	TOTAL FEES
License Fee (Initial, Renewal and Change of Ownership): <input type="checkbox"/> License Fee Exemption (County or Municipal Government pursuant to 390.014(4), F.S.) = \$ 0.00	\$550.50	\$ 550.50
Change During Licensure Period/Replacement License	\$25.00	\$
Biennial Assessment	\$300.00	\$ 300.00
Other: <u>LATE FEE</u>	\$ 250.00	\$ 250.00
TOTAL FEES INCLUDED WITH APPLICATION	\$ 1,100.50	\$ 1,100.50

Please make check or money order payable to the Agency for Health Care Administration (AHCA)

3. Controlling Interests of Licensee

AUTHORITY:

Pursuant to Section 408.806(1)(a) and (b), F.S., an application for licensure must include: the name, address and social security number (SSN) of the applicant and each controlling interest, if the applicant or controlling interest is an individual; and the name, address, and federal employer identification number (EIN) of the applicant and each controlling interest, if the applicant or controlling interest is not an individual. Disclosure of social security number(s) is mandatory. The Agency for Health Care Administration shall use such information for purposes of securing the proper identification of persons listed on this application for licensure. However, in an effort to protect all personal information, do not include social security numbers on this form. All social security numbers must be entered on the Health Care Licensing Application Addendum, AHCA Form 3110-1024.

DEFINITION:

Controlling interests, as defined in Section 408.803(7), F.S., are the applicant or licensee; a person or entity that serves as an officer of, is on the board of directors of, or has a 5% or greater ownership interest in the applicant or licensee; or a person or entity that serves as an officer of, is on the board of directors of, or has a 5% or greater ownership interest in the management company or other entity, related or unrelated, with which the applicant or licensee contracts to manage the provider. The term does not include a voluntary board member.

A. Individual and/or Entity Ownership of Licensee (as listed in section 1B above) – Provide the information for each individual or entity (corporation, partnership, association) with 5% or greater ownership interest in the licensee. Attach additional sheets if necessary. Note: This excludes Not-for-Profit and Publicly held licensees.

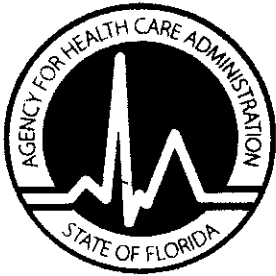
FULL NAME of INDIVIDUAL or ENTITY	PERSONAL/PRIMARY ADDRESS	TELEPHONE NUMBER	EIN (No SSNs)	% OWNERSHIP	EFFECTIVE DATE	END DATE
KAREN BOOKENDER	5660 COLLINS AVE 12C	305 332 8299		100 STOCK OF CORP.		
	MIAMI FL 33140					

(SSN LISTED ON FORM 3110-1024)
 EVE OF KENDALL (305-6709797 - TX ID# 650274565)

B. Board Members and Officers of Licensee – Provide the information for each individual or entity (corporation, partnership, association) that serves as an officer or is on the board of directors. Do not include voluntary board members.

TITLE	FULL NAME	PERSONAL/PRIMARY ADDRESS	TELEPHONE NUMBER	EFFECTIVE DATE	END DATE
Board Member/Officer	KAREN BOOKENDER	3660 COLLINS AVE 12C	(305) 332 8299		
Board Member/Officer		MIAMI FL 33140		100% STOCK	
Board Member/Officer		President, CFO, ADMA			
Board Member/Officer					
Board Member/Officer					
Board Member/Officer					

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DA 13508
 1/14
AHCA USE ONLY:
 File #: 13930016
 Application #: 1631
 Check #: 21064
 Check Amt: 550
 Batch #: 101000354

Health Care Licensing Application *Apply of 2665 \$ 300.00* Abortion Clinic

APPLICANTS CAN NOW RENEW LICENSES ONLINE

The Agency for Health Care Administration (AHCA) has implemented the **ONLINE LICENSING SYSTEM** which allows the electronic submission of renewal applications and fees, along with the ability to upload supporting documentation.

To renew online please go to: <http://ahca.myflorida.com/onlinelicensure>

Applications must be received at least 60 days prior to the expiration of the current license or effective date of a change of ownership to avoid a late fee. If the renewal application is received by the Agency less than 60 days prior to the expiration date, it is subject to a late fee as set forth in statute. The applicant will receive notice of the amount of the late fee as part of the application process or by separate notice. The application will be withdrawn from review if all the required documents and fees are not included with your application or received within 21 days of an omission notice. Applications will not be considered for review until payment has been received. Renewal applications: Supporting documentation, responses to omissions and payments may be submitted using the online system even if the application was originally mailed to the Agency.

Under the authority of Chapters 408 Part II, and 390 Florida Statutes (F.S.), and Chapters 59A-35 and 59A-9, Florida Administrative Code (F.A.C.), an application is hereby made to operate an abortion clinic as indicated below:

1. Provider / Licensee Information

A. PROVIDER INFORMATION – Please complete the following for the abortion clinic name and location. Provider name, address and telephone number will be listed on http://www.floridahealthfinder.gov/				
License # (for renewal & change of ownership applications)		National Provider Identifier (NPI) (if applicable)		
# 907		NA		
Name of Abortion Clinic (if operated under a fictitious name, enter as it appears in Florida Division of Corporations)				
EVE OF KENDALL, INC				
Street Address				
8603 SOUTH DIXIE HWY Suite 102				
City	County	State	Zip	
Miami	Miami-Dade	FL	33143	
Telephone Number		Fax Number		
305-668-5629		305-668-5628		
Mailing Address or <input checked="" type="checkbox"/> Same as above				
City	County	State	Zip	
Telephone Number		E-mail Address		
Provider Website		NOTE: By providing your e-mail address you agree to accept e-mail correspondence from the Agency.		
EVEWOMENS MEDICAL, COM				

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B. LICENSEE INFORMATION – Please complete the following for the entity seeking to operate the abortion clinic.

Licensee Name (This is the owner of the abortion clinic) EVE OF KENDALL, INC		Federal Employer Identification Number (EIN) 6502 745 65
Mailing Address or <input checked="" type="checkbox"/> Same as above		
City		State
Telephone Number	Fax Number	E-mail Address
Description of Licensee (check one):		
For Profit <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other	Not for Profit <input type="checkbox"/> Corporation <input type="checkbox"/> Religious Affiliation <input type="checkbox"/> Other	Public <input type="checkbox"/> State <input type="checkbox"/> City/County <input type="checkbox"/> Hospital District

C. CONTACT PERSON - For this application

Contact Person for this application KAREN BOOKBINDER	Contact Telephone Number 305 - 332 8299
Contact e-mail address or <input type="checkbox"/> Do not have e-mail BOOK 4025 90 @ AOL.COM	NOTE: By providing your e-mail address you agree to accept e-mail correspondence from the Agency.

2. Application Type and Fees

Indicate the type of application with an "X." Applications will not be processed if all applicable fees are not included. Pursuant to subsection 408.805(4), Florida Statutes, fees are nonrefundable. Renewal and Change of Ownership applications must be received 60 days prior to the expiration of the license or the proposed effective date of the change to avoid a late fee. If the renewal application is received by the Agency less than 60 days prior to the expiration date, it is subject to a late fee as set forth in statute. The applicant will receive notice of the amount of the late fee as part of the application process or by separate notice.

A. TYPE OF APPLICATION

- Initial licensure
 Was this entity previously licensed as an abortion clinic? YES NO

If YES, please provide the name of the agency (if different), the EIN # and the year the prior license expired or closed:

NAME:	EIN #	Year Expired/Closed:
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- Renewal licensure
 Change of Ownership Proposed Effective Date:
 Change during Licensure (check all that apply): Proposed Effective Date:
 Name/address change of the provider
 Change in type of procedure performed
 Change in Personnel (No fee required)

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B. LICENSURE FEES

ACTION	FEE	TOTAL FEES
License Fee (Initial, Renewal and Change of Ownership): <input type="checkbox"/> License Fee Exemption (County or Municipal Government pursuant to 390.014(4), F.S.) = \$ 0.00	\$550.50	\$ <input checked="" type="checkbox"/> 550.00
Change During Licensure Period/Replacement License	CKH 2664 \$25.00	\$
Biennial Assessment	CKH \$300.00	\$ <input checked="" type="checkbox"/> 300.00
Other: _____	2665	\$ 300.00
TOTAL FEES INCLUDING APPLICATION		Total \$ 850.00

Please make check or money order payable to the Agency for Health Care Administration (AHCA)

3. Controlling Interests of Licensee

AUTHORITY:

Pursuant to Section 408.806(1)(a) and (b), F.S., an application for licensure must include: the name, address and social security number (SSN) of the applicant and each controlling interest, if the applicant or controlling interest is an individual; and the name, address, and federal employer identification number (EIN) of the applicant and each controlling interest, if the applicant or controlling interest is not an individual. Disclosure of social security number(s) is mandatory. The Agency for Health Care Administration shall use such information for purposes of securing the proper identification of persons listed on this application for licensure. However, in an effort to protect all personal information, do not include social security numbers on this form. All social security numbers must be entered on the Health Care Licensing Application Addendum, AHCA Form 3110-1024.

DEFINITION:

Controlling interests, as defined in Section 408.803(7), F.S., are the applicant or licensee; a person or entity that serves as an officer of, is on the board of directors of, or has a 5% or greater ownership interest in the applicant or licensee; or a person or entity that serves as an officer of, is on the board of directors of, or has a 5% or greater ownership interest in the management company or other entity, related or unrelated, with which the applicant or licensee contracts to manage the provider. The term does not include a voluntary board member.

A. Individual and/or Entity Ownership of Licensee (as listed in section 1B above) – Provide the information for each individual or entity (corporation, partnership, association) with 5% or greater ownership interest in the licensee. Attach additional sheets if necessary. *Note: This excludes Not-for-Profit and Publicly held licensees.*

FULL NAME of INDIVIDUAL or ENTITY	PERSONAL/PRIMARY ADDRESS	TELEPHONE NUMBER	EIN (No SSNs)	% OWNERSHIP	EFFECTIVE DATE	END DATE
KAREN BOOKBINDER	3660 COLLINS AVE 12C	305 332 8299		100 STOCK OF CORP.		
	MIAMI FL 33140					
(SSN LISTED ON FORM 3110-1024)						
EVE OF KENDALLINE (305-6709797 - TX ID# 650274565)						

B. Board Members and Officers of Licensee – Provide the information for each individual or entity (corporation, partnership, association) that serves as an officer or is on the board of directors. Do not include voluntary board members.

TITLE	FULL NAME	PERSONAL/PRIMARY ADDRESS	TELEPHONE NUMBER	EFFECTIVE DATE	END DATE
Board Member/Officer	KAREN BOOKBINDER	3660 COLLINS AVE 12C	305 332 8299		
Board Member/Officer		MIAMI FL 33140		100% STOCK	
Board Member/Officer		President, CFO, ADMS.			
Board Member/Officer					
Board Member/Officer					
Board Member/Officer					

4. Management Company

Does a company other than the licensee manage the licensed provider?

If NO, skip to section 5 Personnel

If YES, provide the following information:

Name of Management Company		EIN (No SSNs)	Telephone Number / Fax	
Street Address <i>WA</i>		E-mail Address		
City	County	State	Zip	
Mailing Address or <input type="checkbox"/> Same as above				
City		State	Zip	
Contact Person	Contact E-mail	Contact Telephone Number		

DEFINITION:

Controlling interests, as defined in Section 408.803(7), F.S., are the applicant or licensee; a person or entity that serves as an officer of, is on the board of directors of, or has a 5% or greater ownership interest in the applicant or licensee; or a person or entity that serves as an officer of, is on the board of directors of, or has a 5% or greater ownership interest in the management company or other entity, related or unrelated, with which the applicant or licensee contracts to manage the provider. The term does not include a voluntary board member.

- A. **Individual and/or Entity Ownership of Management Company:** Provide the information for each individual or entity (corporation, partnership, association) with 5% or greater ownership interest in the management company. Attach additional sheets if necessary.

FULL NAME of INDIVIDUAL or ENTITY	PRIMARY ADDRESS	TELEPHONE NUMBER	EIN (No SSNs)	% OWNERSHIP	EFFECTIVE DATE	END DATE
<i>WA</i>						

- B. **Board Members and Officers of Management Company:** Provide the information for each individual or entity (corporation, partnership, association) that serves as an officer or is on the board of directors. Do not include voluntary board members.

TITLE	FULL NAME	PERSONAL/PRIMARY ADDRESS	TELEPHONE NUMBER	EFFECTIVE DATE	END DATE
Board Member/Officer					
Board Member/Officer	<i>WA</i>				
Board Member/Officer					
Board Member/Officer					
Board Member/Officer					
Board Member/Officer					

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5. Personnel

- A. Please provide information for the individual(s) who perform the following roles. NOTE: For the administrator, and financial officer an AHCA Screening through the Care Provider Background Screening Clearinghouse (Clearinghouse) is needed, or the Attestation of Compliance with Background Screening Requirements, AHCA Form 3100-0008 if background screening was conducted by the Department of Financial Services for an applicant for a certificate of authority to operate a continuing care retirement community under Chapter 651, F.S. To verify who is to be screened, visit ahca.myflorida.com/MCHQ/Central_Services/Background_Screening/Rqrd_Screening.shtml.

INFORMATION	ADMINISTRATOR/MANAGING EMPLOYEE	FINANCIAL OFFICER / PERSON RESPONSIBLE FOR FINANCIAL OPERATIONS
Full Name	KAREN BOOKBINDER	FINANCIAL OFFICER/ADMIN.
Date of Birth	11/10/1951	
Effective Date	OVER 30 YRS TO PRESENT	
Telephone Number	305-332-8299	
Email Address	BOOK402590@AOL.COM	
Personal/Primary Address	5660 COLLINS AVE 12C MIAMI 33140	

- B. Medical Director – Pursuant to section 390.012(3), F.S., if second trimester abortions are performed, provide the following information.

INFORMATION	MEDICAL DIRECTOR
Full Name	GERALD APPLEGATE, M.D.
Florida License Number (Dept. of Health)	ME 92602
Effective Date	PAST 12 YRS
Telephone Number	305-670-9797
Email Address	JERRYAPPLE@COMCAST.NET
Personal/Primary Address	501 W 57th St. MIAMI 33137

6. Required Disclosure

The following disclosures are required:

- A. Pursuant to section 408.809, F.S., the applicant shall submit to the Agency a description and explanation of any convictions of offenses prohibited by Sections 435.04 and 408.809(4), F.S., for each controlling interest.

Has the applicant or any individual listed in Sections 3 and 4 of this application been convicted of any level 2 offense pursuant to section 408.809, Florida Statutes? YES NO

If YES, provide the following information the full legal name of the individual/entity and the position held

- B. Pursuant to Section 408.810(2), F.S., the applicant must provide a description and explanation of any exclusions, suspensions, or terminations from the Medicare, Medicaid, or federal Clinical Laboratory Improvement Amendment (CLIA) programs.

Has the applicant or any individual/entity listed in Sections 3 and 4 of this application been excluded, suspended, terminated or involuntarily withdrawn from participation in Medicare or Medicaid in any state? YES NO

If YES, enclose the following information:

- The full legal name of the individual (and the position held) or the entity
 A description/explanation of the exclusion, suspension, termination or involuntary withdrawal.

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C. Pursuant to Section 408.815(4), F.S., has the applicant or a controlling interest in the applicant, or any entity in which a controlling interest of the applicant was an owner or officer when the following actions occurred ever been:

Convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, chapter 893, 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396, Medicaid fraud, Medicare fraud, or insurance fraud, within the previous 15 years prior to the date of this application? YES NO

Terminated for cause from the Medicare program or a state Medicaid program? YES NO

If YES, has applicant been in good standing with the Medicare program or a state Medicaid program for the most recent 5 years and the termination occurred at least 20 years before the date of the application. YES NO

7. Provider Fines and Financial Information

Pursuant to subsection 408.831(1) (a), Florida Statutes, the Agency may take action against the applicant, licensee, or a licensee which shares a common controlling interest with the applicant if they have failed to pay all outstanding fines, liens, or overpayments assessed by final order of the agency or final order of the Centers for Medicare and Medicaid Services (CMS), not subject to further appeal, unless a repayment plan is approved by the agency.

Are there any incidences of outstanding fines, liens or overpayments as described above? YES NO

If YES, please complete the following for each incidence (attach additional sheets if necessary):

AHCA CASE NUMBER	CMS	ASSESSED AMOUNT	DATE OF RELATED INSPECTION, APPLICATION, OR OVERPAYMENT	PAYMENT DUE DATE	PENDING APPEAL OF FINAL ORDER	
					YES	NO
NA	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Please attach a copy of the approved repayment plan if applicable.

8. Procedure/Transfer/Admitting Information

PROCEDURES PERFORMED (check all that apply):

- First Trimester - which is the period of time from fertilization through the end of the 11th week of gestation.
- Second Trimester - which is the period of time from the beginning of the 12th week of gestation through the end of the 23rd week of gestation.

TRANSFER AGREEMENTS/ADMITTING PRIVILEGES (check all that apply):

- All the physicians performing abortions have admitting privileges at a hospital within reasonable proximity.
- The abortion clinic has a transfer agreement with a hospital within reasonable proximity. If checked provide the hospital information below. Attach additional sheets if necessary.

Hospital Name LARKIN HOSPITAL			
Street Address 7031 SW 67 th AVE		Telephone Number 305 284 7500	
City SOUTH MIAMI	County MIAMI	State 33143 FL	Zip

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9. Hours of Operation

List the regular operating hours (NOTE: Site inspections by surveyors will occur during the business hours submitted. Failure to be open during the listed hours may result in a fine).

DAY OF THE WEEK	OPENING TIME	CLOSING TIME	BY APPOINTMENT
<input type="checkbox"/> Sunday			<input type="checkbox"/>
<input checked="" type="checkbox"/> Monday	10 AM	3 PM	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Tuesday	11	11	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Wednesday	11	11	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Thursday	11	11	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Friday	11	11	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Saturday	11	11	<input checked="" type="checkbox"/>

10. Supporting Documentation

Applicants must include the following attachments as stated in Chapter 408, Part II and 390 F.S. and Chapters 59A-35 and 59A-9, F.A.C. Note: Required documents listed below are dependent on the type of application submitted. (Initial, Renewal, Change of Ownership, Change during licensure period)

DOCUMENTS TO BE PROVIDED:	REQUIRED FOR:
Health Care Licensing Application Addendum, AHCA Form 3110-1024	Initial, Renewal, Change in Personnel, and Change of Ownership application types
Proof of Property Occupancy, Examples: Lease, Mortgage, and Transfer Agreement	Initial, Change of Ownership, and Request to Change Name or Address of Provider application types
Documentation from the appropriate local government office showing that the applicant has met local zoning requirements	Initial, Change of Address, and Change of Ownership application types
Documentation of change of ownership transaction stating effective date and executed by all parties	Change of Ownership application type
Required disclosures related to actions taken by Medicare, Medicaid or CLIA, if applicable	All application types, if documentation is required due to responses provided in application
Approved repayment plan, if applicable	All application types

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11. Attestation

I, KAREN BOCKWINDER attest as follows:

- (1) Pursuant to section 837.06, Florida Statutes, I have not knowingly made a false statement with the intent to mislead the Agency in the performance of its official duty.
- (2) Pursuant to section 408.815, Florida Statutes, I acknowledge that false representation of a material fact in the license application or omission of any material fact from the license application by a controlling interest may be used by the Agency for denying and revoking a license or change of ownership application.
- (3) Pursuant to section 408.806, Florida Statutes, under penalty of perjury, the applicant is in compliance with the provisions of section 408.806 and Chapter 435, Florida Statutes.
- (4) Pursuant to sections 408.809 and 435.05, Florida Statutes, every employee of the applicant required to be screened has attested, subject to penalty of perjury, to meeting the requirements for qualifying for employment pursuant to Chapter 408, Part II, and Chapter 435, Florida Statutes, and has agreed to inform the employer immediately if arrested for any of the disqualifying offenses while employed by the employer.
- (5) Pursuant to section 435.05, Florida Statutes, the applicant has conducted a level 2 background screening through the Agency on every employee required to be screened under Chapter 408, Part II, or Chapter 435, Florida Statutes, as a condition of employment and continued employment and that every such employee has satisfied the level 2 background screening standards or obtained an exemption from disqualification from employment.

Karen Bockwinder
Signature of Licensee or Authorized Representative

As CFO/Administrator
Title Pres

January 10/2019
Date

NOTICE: If you are a Medicaid provider, you may have a separate obligation to notify the Medicaid program of a name/address change, change of ownership or other change of information. Please refer to your Medicaid handbooks for additional information about Medicaid program policy regarding changes to provider enrollment information.

RETURN THIS COMPLETED FORM WITH FEES AND ALL REQUIRED DOCUMENTS TO:

AGENCY FOR HEALTH CARE ADMINISTRATION
HOSPITAL AND OUTPATIENT SERVICES UNIT
2727 MAHAN DR., MS 31
TALLAHASSEE FL 32308-5407

Questions?

Review the information available at <http://ahca.myflorida.com/> or contact the Hospital & Outpatient Services Unit at (850) 412-4549

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The Agency for Health Care Administration scans all documents for electronic storage. In an effort to facilitate this process, we ask that you please remember to:

- Please place checks or money orders on top of the application
- Include license number or case number on your check
- Do not submit carbon copies of documents
- No staples, paperclips, binder clips, folders, or notebooks
- Please **do not bind any** of the documents submitted to the Agency