Addition of Services
Home Health/Hospice Agency

If you wish to add services to your Home Health/Hospice Agency license, please FAX the following items to Karen Senger at 217-782-0382.

1. A letter stating which service(s) you would like to add - BE SURE TO INCLUDE YOUR LICENSE OR MEDICARE NUMBER IN YOUR REQUEST.
2. Board Meeting Minutes approving the service(s)
3. Copy of the Job Description for the service(s) being added
4. Policies and Procedures governing the service(s) being added
5. Copy of the license/certificate of the person(s) hired to perform the service(s)
6. Copy of the contract (if service is being contracted)
7. If Medical Social Worker Services is being added, please complete the Medical Social Worker Qualification Review Form - Attachment D

The approval letter from the IL Department of Public Health will give you the capability to provide additional services. Please be advised that your license WILL NOT be reissued - the addition of any services will appear on your next renewal license.

Deletion of Services
Home Health/Hospice Agency

If you wish to delete services from your Home Health/Hospice Agency license, please FAX the following items to Karen Senger at 217-782-0382.

1. A letter stating which service(s) you would like to delete, and the date you would like to cease providing the service(s) - BE SURE TO INCLUDE YOUR LICENSE OR MEDICARE NUMBER IN YOUR REQUEST

You will receive an acknowledgement letter from the IL Department of Public Health regarding the deletion of services. Please be advised that your license WILL NOT be reissued - the deletion of any service(s) will appear on your next renewal license.