



HME SERVICES PROVIDER - 2018 RENEWAL INFORMATION

Updated 4-20-2018

The State of Ohio Board of Pharmacy (Board) will be opening the online renewal for HME licenses on May 1, 2018. The renewal will be completed on the eLicense portal, www.eLicense.ohio.gov.

If you need assistance logging into the eLicense portal and username and/or password help, please contact the Customer Service Center at csc@ohio.gov or by calling 614-728-4077 or 855-405-5514.

The renewal process will require facilities to upload specific documentation based upon the credential type held by the facility. Please have these documents prepared prior to starting the online renewal application:

- a) If your credential number begins with HMEL, you hold a license. Licensed facilities are required to provide:
 - I. A current copy of a certificate of insurance that shows that the facility minimally holds product and professional liability insurance coverage in the amount of one million dollars per occurrence and three million dollars aggregate.
 - II. A current copy of the facility's continuing education plan. Licensed facilities are required to develop a continuing education plan for staff rendering HME services to the public demonstrating that the facility provides continuing education in compliance with [rule 4761:1-13-01](#) of the Ohio Administrative Code.
- b) If your credential number begins with HMER, you hold a Certificate of Registration. Registered facilities will be required to provide the Board with proof of accreditation by completing a "Certification of Accreditation" form. This form is available on the Board's website, <http://www.pharmacy.ohio.gov/Licensing/HME.aspx>.

