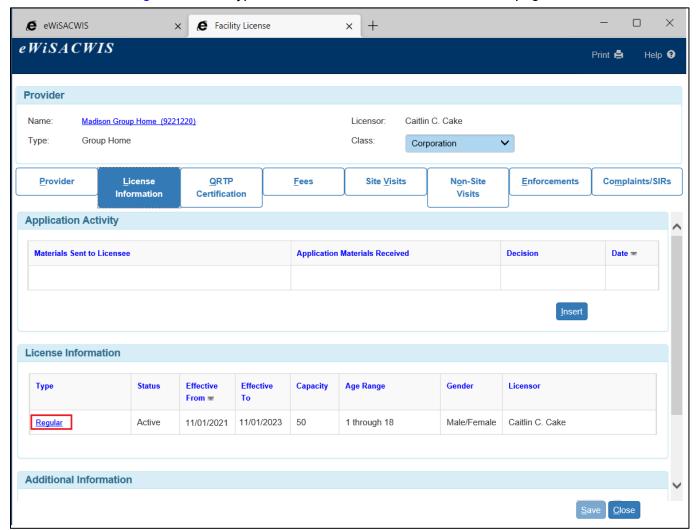
Placing a Private Provider's License on Hold

Note: In order to place a private provider's license on hold, you need an assignment to the provider record.

1. Access the Active license from your desktop by clicking the Providers tab and then clicking the <u>Facility</u> <u>License</u> hyperlink for the specified provider.

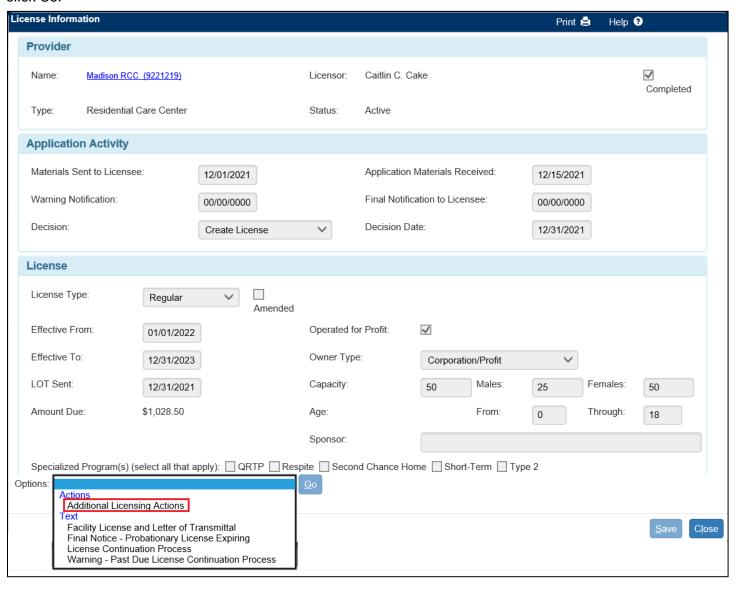


2. On the Facility License page, click the License Information tab. In the License Information section at the bottom, click the Regular license hyperlink to access the License Information page.

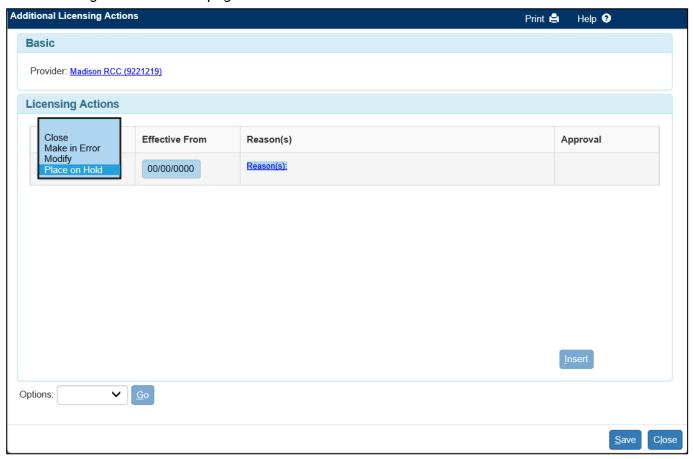


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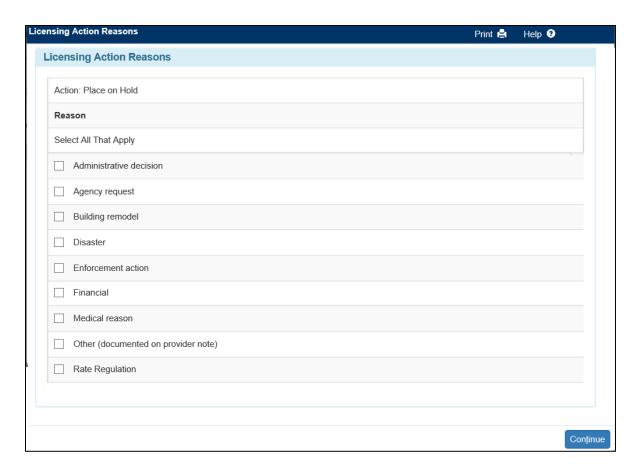
3. On the Licensing Information page, select Additional Licensing Actions from the Options drop-down and click Go.



4. On the Additional Licensing Actions page, select Place on Hold from the Action drop-down. This will open the Licensing Action Reasons page.



5. On the Licensing Action Reasons page, select the appropriate reason(s) for placing the license on hold. Then click Continue.

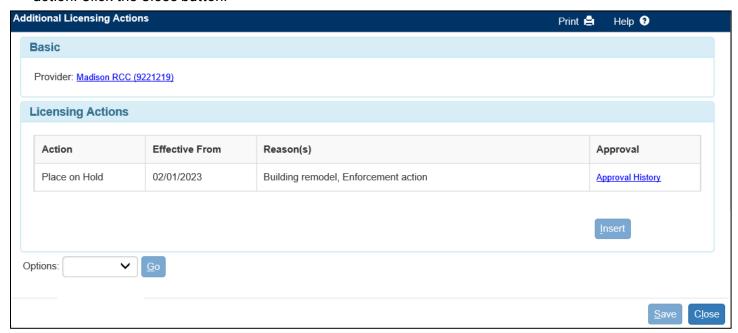


6. The reason(s) selected on the Licensing Action Reasons page will display on the Additional Licensing Actions page. Enter the Effective From date. Since each licensing action affects the status of the license, it must go through the approval process. Select Approval from the Options drop-down and click Go.

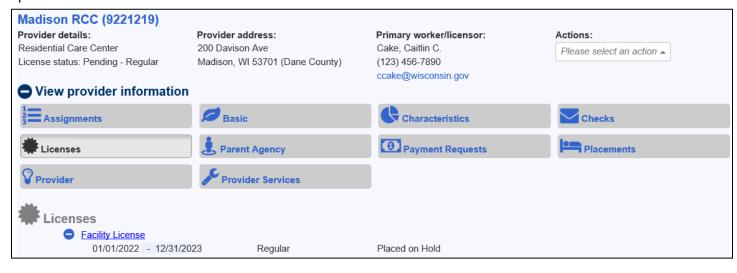


- 7. On the Approval History page, select the Approve radio button and click Continue to return to the Additional Licensing Actions page.
- 8. On the Additional Licensing Actions page, click Save. This will send the approval to your supervisor. The Additional Licensing Actions page will update once your supervisor approves the additional licensing

action. Click the Close button.



- 9. You will return to the License Information page; click the Close button.
- 10. After the additional licensing action is final approved, refresh the desktop and see that the license has been updated to a status of Placed on Hold.



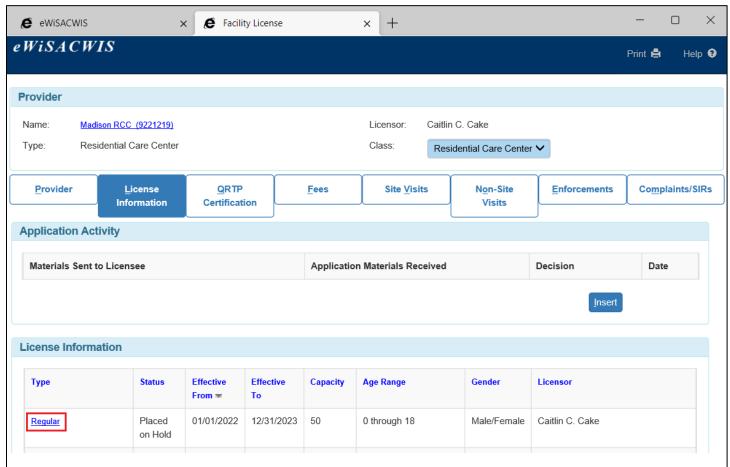
Lifting a Hold from a Private Provider's License

Note: To lift the hold from a private provider's license, you need an assignment to the provider record.

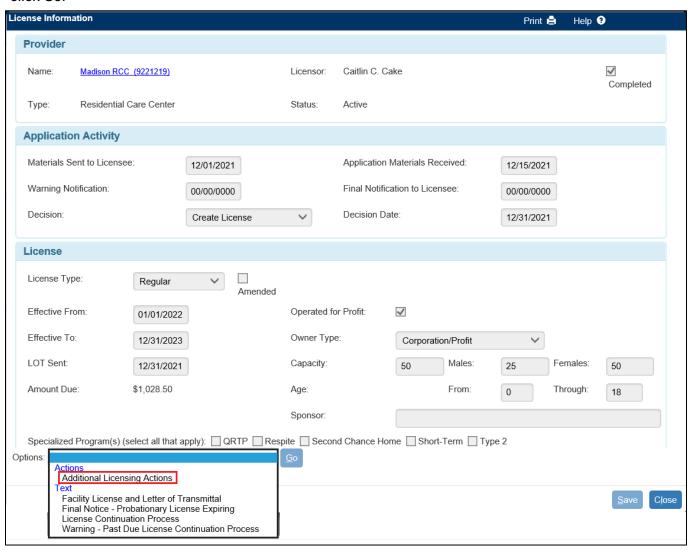
1. To lift the hold on the license and reactivate the license, access the Placed on Hold license from the desktop by clicking on the <u>Facility License</u> hyperlink.



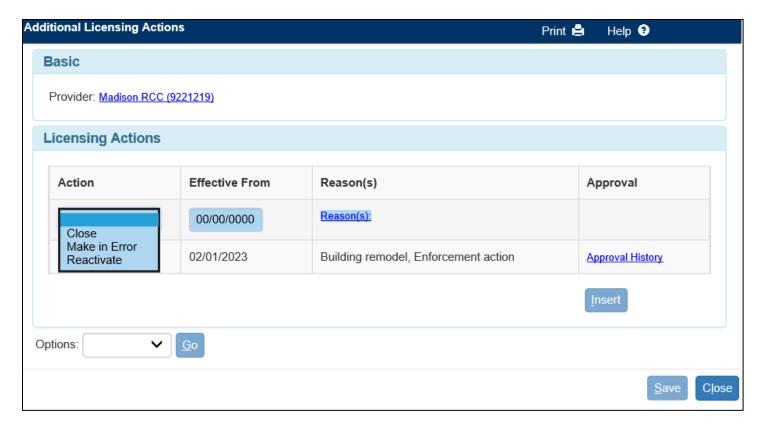
2. On the Facility License page, click on the License Information tab. In the License Information section at the bottom, click on the Regular license hyperlink to access the License Information page.



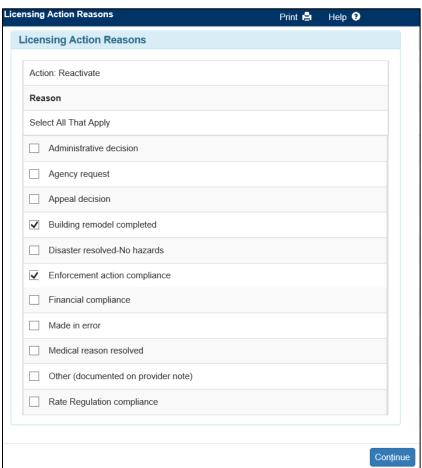
3. On the Licensing Information page, select Additional Licensing Actions from the Options drop-down and click Go.



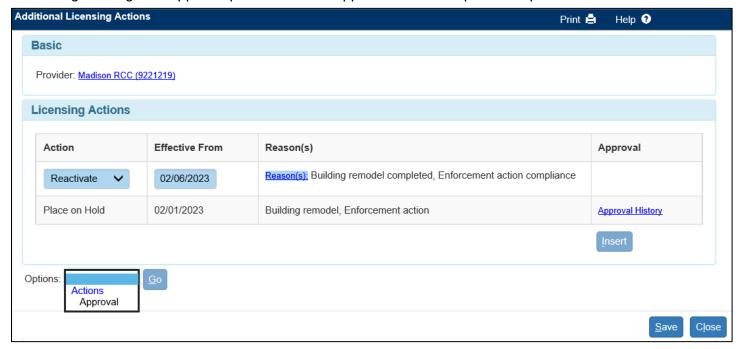
4. On the Additional Licensing Actions page, select Reactivate from the Action drop-down. This will open the Licensing Action Reasons page.



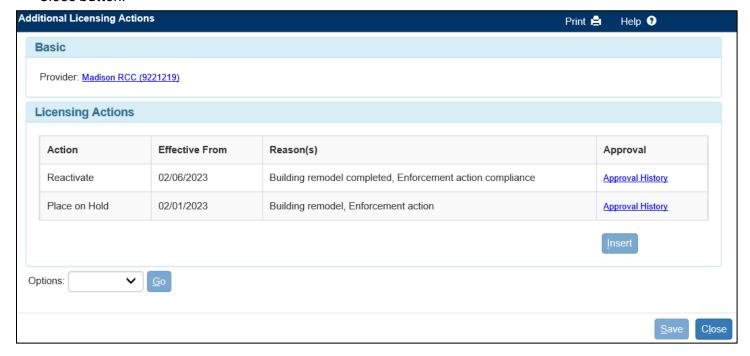
5. On the Licensing Action Reasons page, select the appropriate reason(s) for reactivating the on hold license. Then click Continue.



6. The reason(s) selected on the Licensing Action Reasons page will display on the Additional Licensing Actions page. Enter the Effective From date. Since each licensing action affects the status of the license, it must go through the approval process. Select Approval from the Options drop-down and click Go.



- 7. On the Approval History page, select the Approve radio button and click Continue to return to the Additional Licensing Actions page.
- 8. On the Additional Licensing Actions page, click Save. This will send the approval to your supervisor. The Additional Licensing Actions page updates on final approved of the additional licensing action. Click the Close button.



9. Back on the License Information page; click the Close button. You will then return to the Facility License page. Click the Close button to return to your desktop.

10. After final approval of the additional licensing action, refresh the desktop and see the license has been updated to a status of Active.



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