



STATE OF NEW YORK
DEPARTMENT OF HEALTH

161 Delaware Avenue

Delmar New York 12054

Richard F. Daines, MD
Commissioner

Wendy E. Saunders
Executive Deputy Commissioner

Date: June 23, 2009

DRS DAL: #09-06

SUBJECT: Administrator Notification to BENHA

Dear Nursing Home Administrator:

The purpose of this letter is to remind all licensed nursing home administrators of their obligation under 10 NYCRR §96.13 to notify the Board of Examiners of Nursing Home Administrators (Board) of any change in title or place of employment and/or home address and home telephone number within 10 days of such change. Failure to notify the Board of such changes in a timely fashion could result in a fine and/or action against the administrator's license.

Administrators of record should also assume accountability to advise their Department of Health Regional Office of changes to their status including their departure from or arrival at a nursing home. Failure to share this information with the appropriate Regional Office in a timely fashion could place the nursing home in violation of 10 NYCRR §415.26(a).

Notification to the Board should include the administrator's name, title, license number, place of employment, home address and home telephone number. Notification should be made to the following address:

Beth Dichter, Secretary
Board of Examiners of Nursing Home Administrators
161 Delaware Avenue
Delmar, NY 12054-1393

Notification to the Board can also be made via e-mail to profcred@health.state.ny.us. Please include "BENHA notification" in the subject field.

Thank you for your attention to these requirements.

Sincerely,

Jacqueline Pappalardi, Director
Division of Residential Services