# New Online Licensing System For Health Facilities

Bureau of Health Care Quality and Compliance (HCQC)

Nevada Division of Public and Behavioral Health (DPBH)

The easiest way to get to the Online Licensing System for health facilities will be through the DPBH web site, http://dpbh.nv.gov. Keep this site on the favorites of your computer. There are resources and information that will be useful to you. The facility locator that you have used in the past has been rebuilt. Requests from various providers have been taken into consideration and these changes are being worked into the facility locator format. Please note that once you have reached the main page of the DPBH web site, you will need to hover over the "Regulatory" option in the brown/gold line near the top of the page (circled in red).
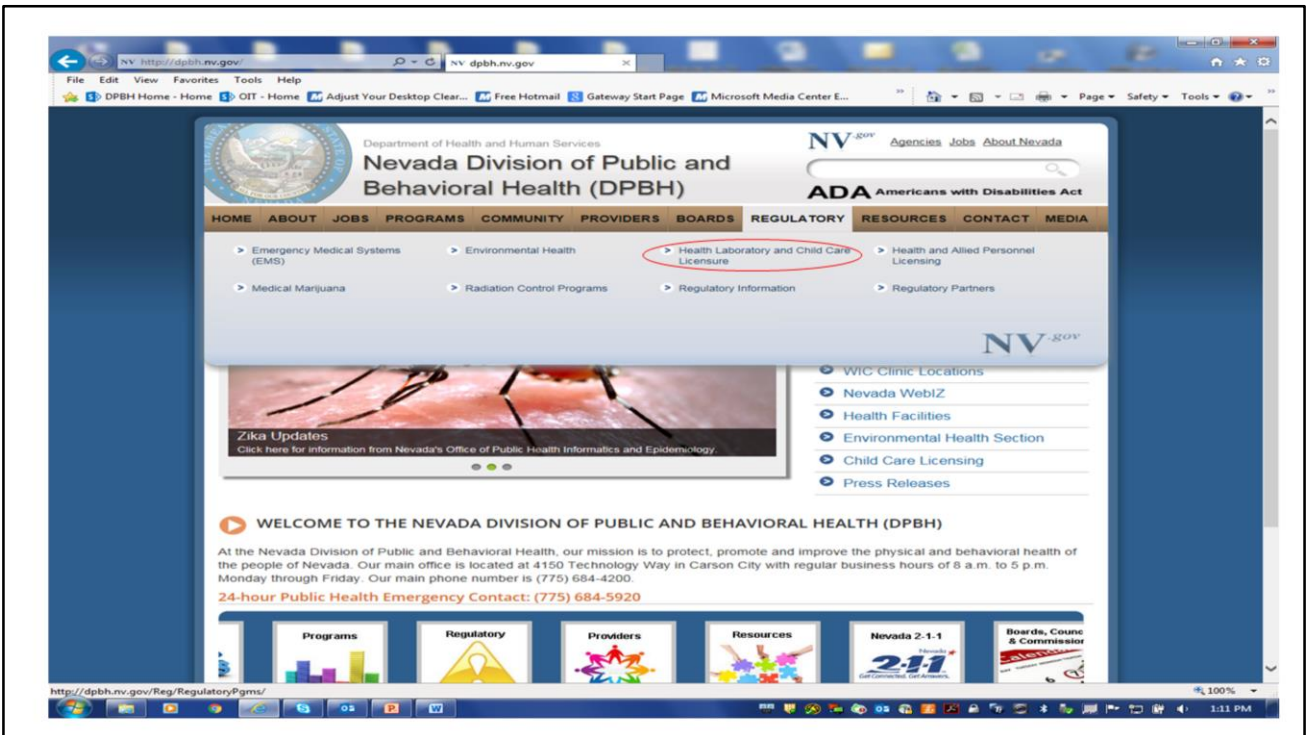
When you hover over "Regulatory," there will be several options presented, as you can see above. Choose the "Health Laboratory and Child Care Licensure" (shown in the red circle).
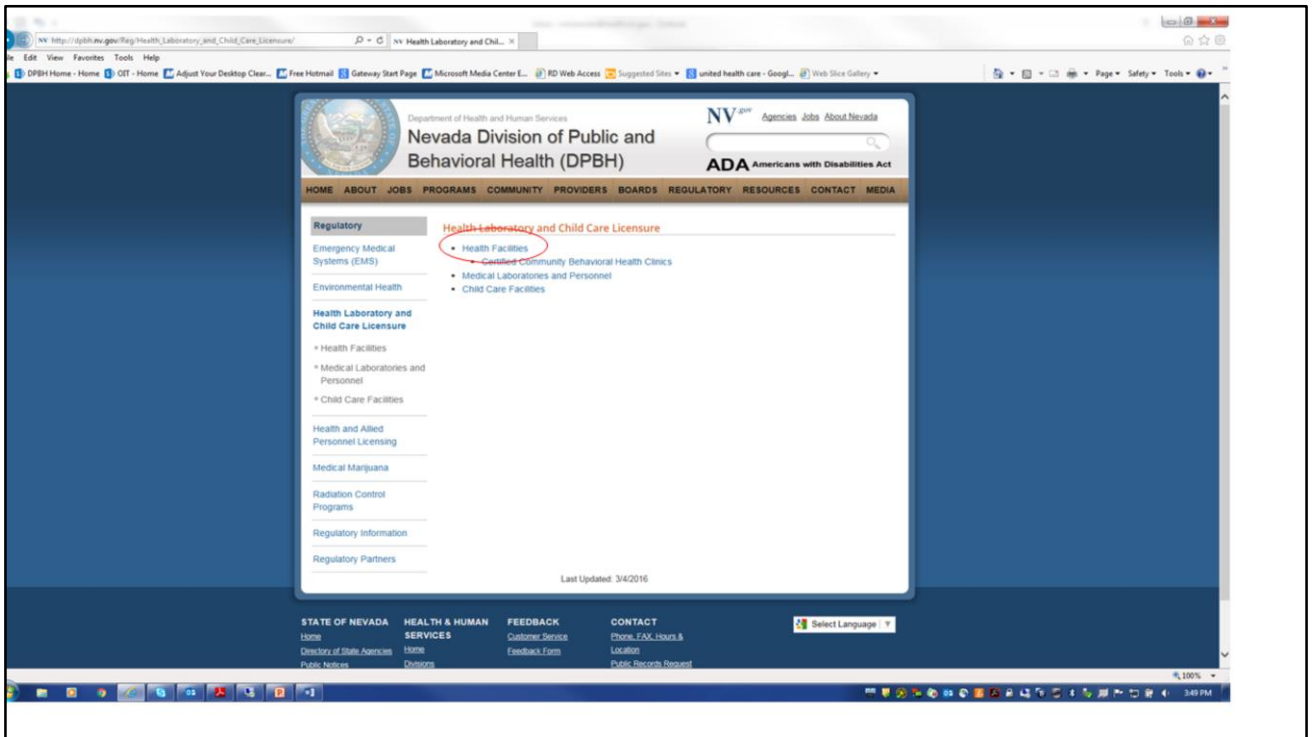
Once you have chosen this item, you will be presented with another page listing only items overseen by HCQC. From this page, you can choose "Health Facilities," "Medical Laboratories and Personnel" or "Child Care Facilities." For Health Facilities licensure changes, you will need to choose Health Facilities.
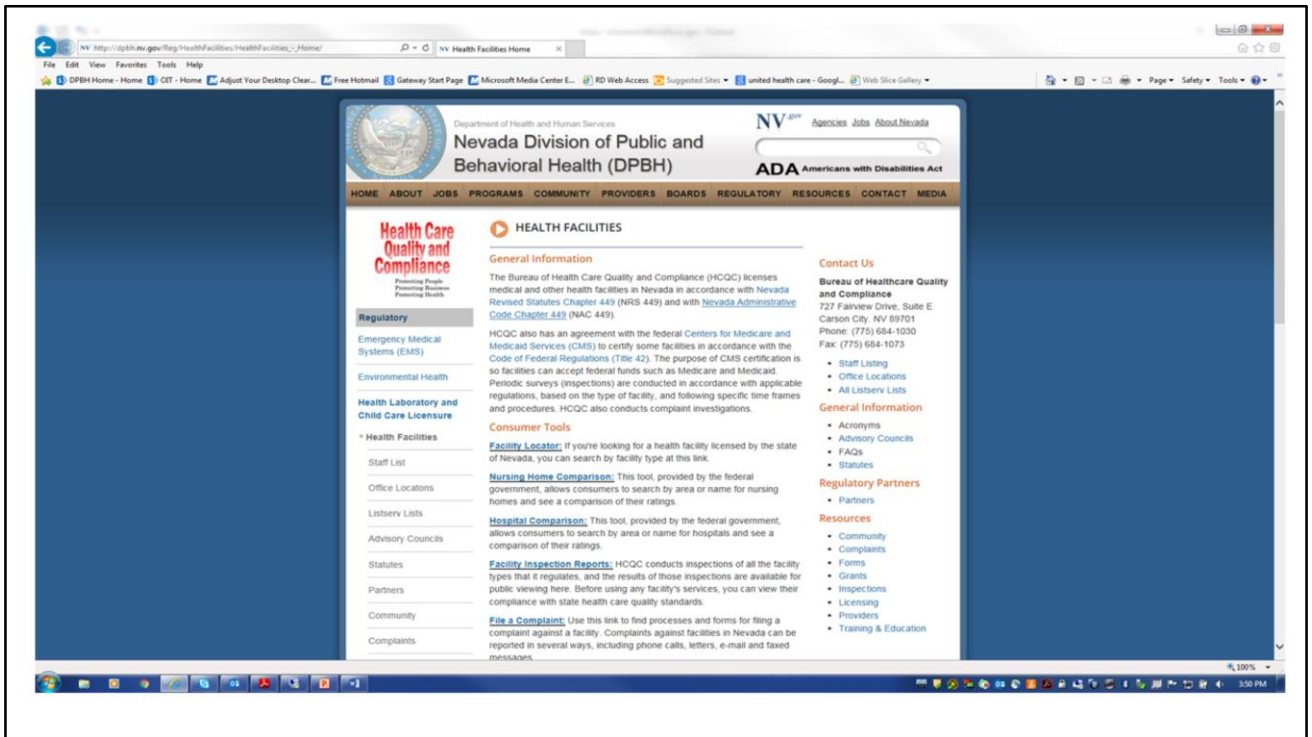
Once you choose "Health Facilities," you will be presented with a very long page of options. There is a lot of information on this page, but, for this presentation, you will need to choose the "*NEW* Online Licensing and Certification System" option under the orange header "Provider Tools" approximately halfway down the full page (see next slide).
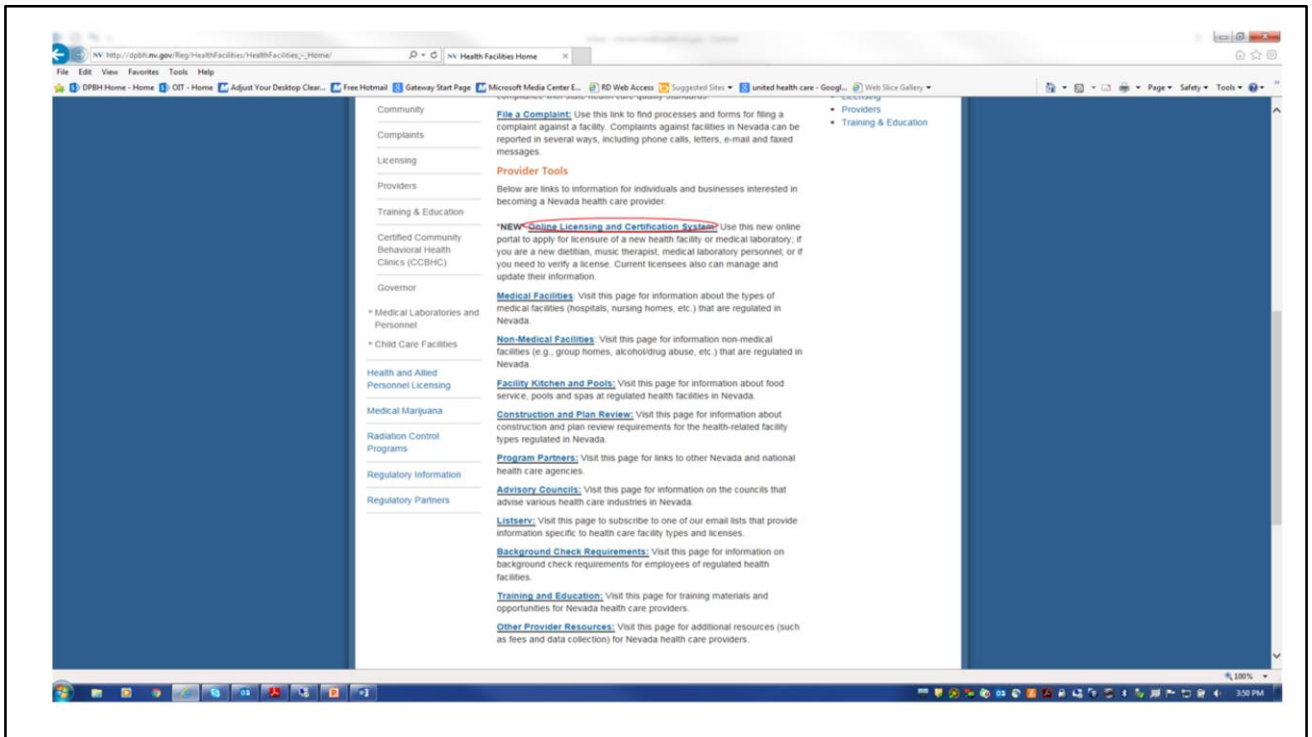
The option has been circled in red in this slide.
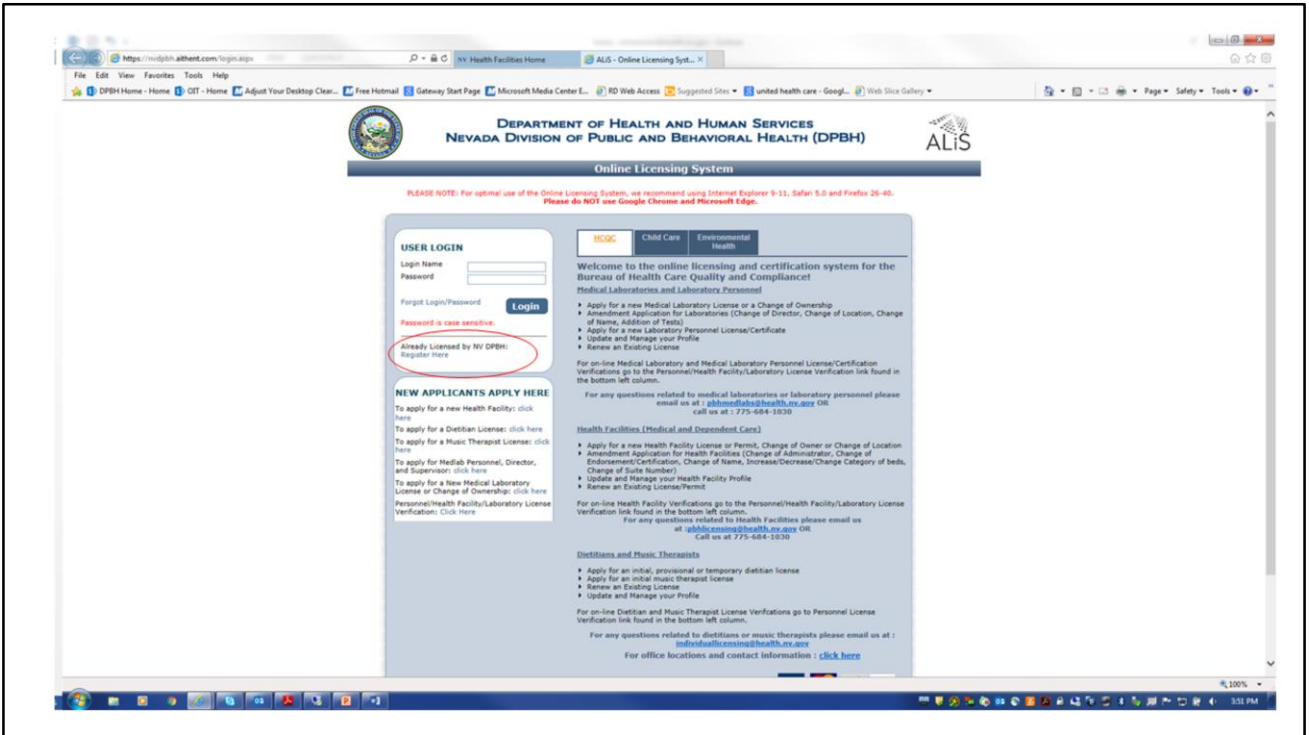
Once you have clicked the Online Licensing System link, you will be given the option to log in to the system. If you are an existing provider with a license number, choose the "Register Here" link to reach the area for registration.
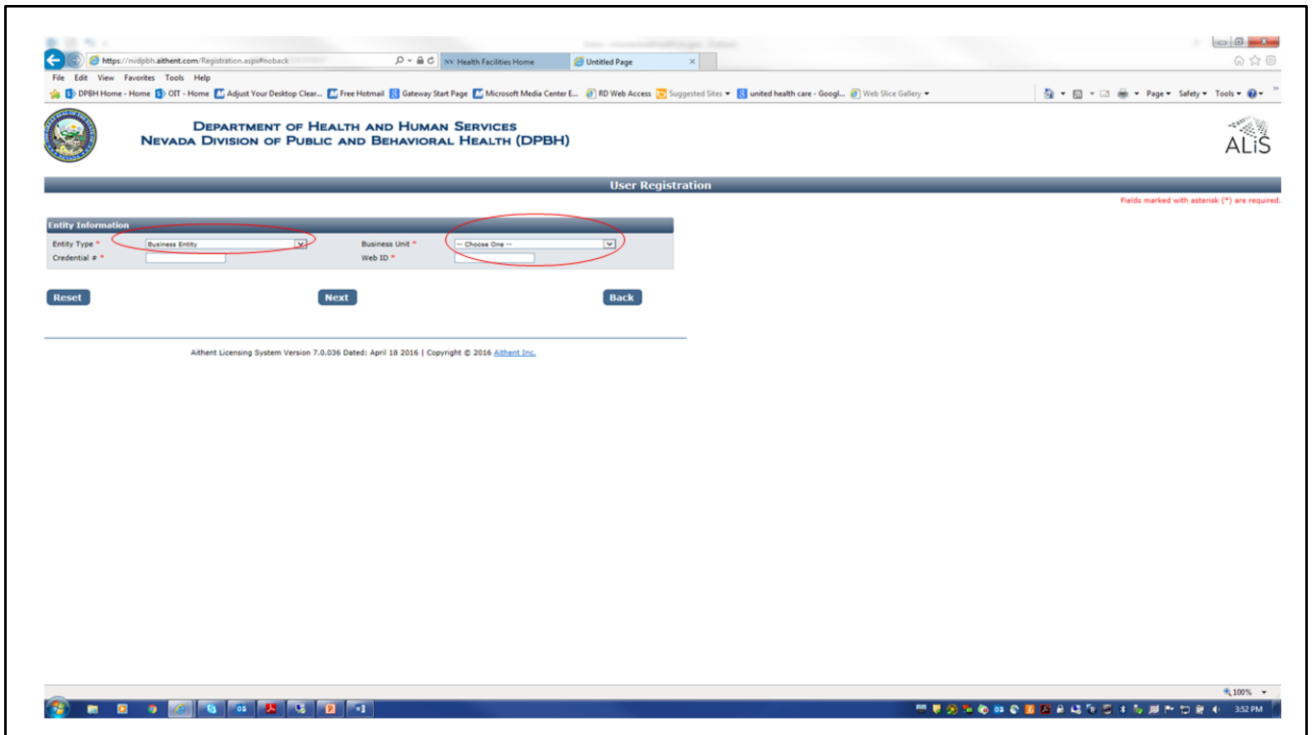
In order to register, you must have the Web ID number. You were given your individual Web ID number if you registered for the in-person class. If you are looking at this presentation online, you will need to call (775) 684-1033 to get your Web ID for registration.

Either office should be able to assist you with this.

When you reach this screen, you must choose "Business Entity" from the "Entity Type" drop-down menu on the left side of the screen (circled in red).

When you have populated the area with "Business Entity," you will then need to choose the correct option from the "Business Unit" drop-down menu on the right-hand side of the screen.

The red circled area with the description "Credential #" is referencing your unique license number. You must put the license number that is associated with your facility in this area. Once you enter the Credential #, you then must enter your Web ID (referenced in the previous slide).

Once populated, click on the next button, you will be registered and your facility information will be presented.

It is important that you check the information in your facility profile, especially the email address of your facility. This will be the method of communication that the Licensure Unit of the BHCQC will use to communicate with regarding any applications that you will submit for changes to your facility and for contact regarding the renewal application that must be completed for the renewal licensure. Renewal will be done on line this year.

If you do not completed the required fields, you will not be able to register and complete any of the online processes that are now available to you for your convenience.
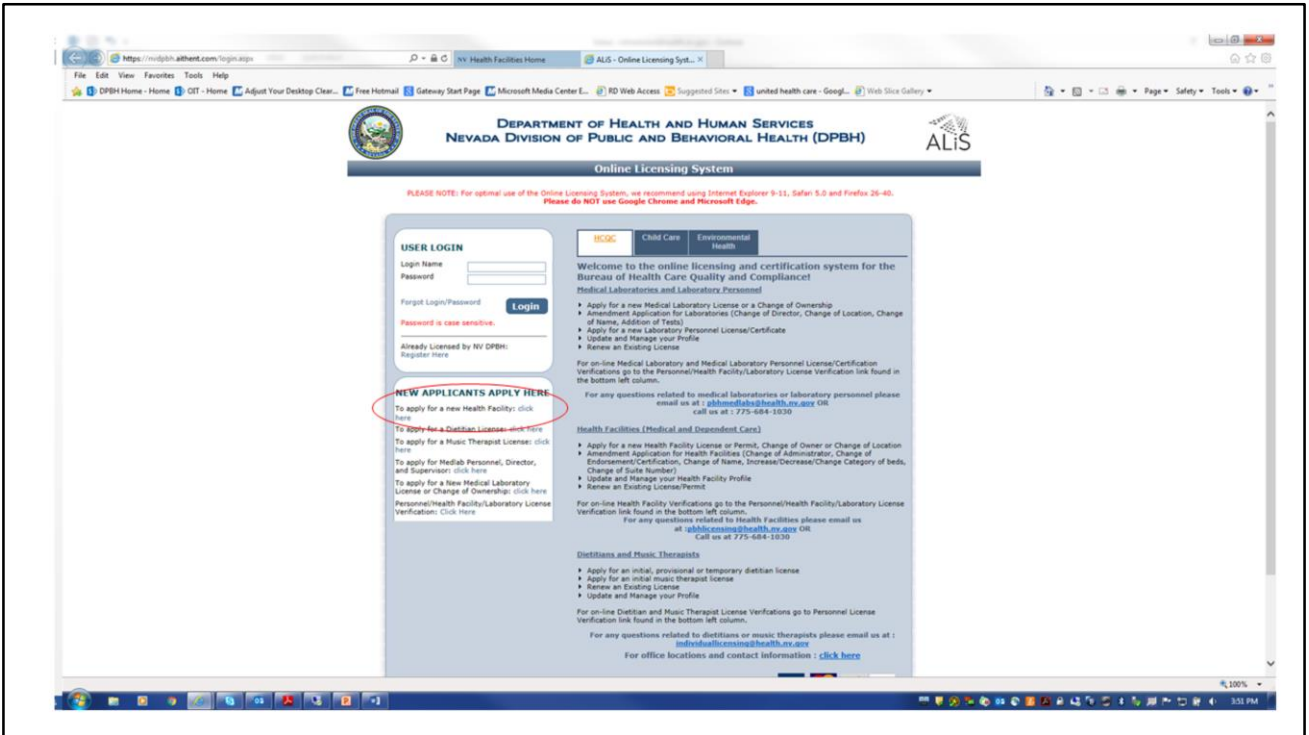
If you are a new provider with no facility license number, you will need to use the second box on the left-hand side of the log-in page for applying as a new health facility.

This is the screen you see when you begin a new facility application. Remember, the word "credential" now replaces the word "licensure." You must complete the Nevada Secretary of State's Silverflume process to register your company before you can complete the application for licensure. At the beginning of this process, there is a link imbedded in the first page for Silverflume that will allow you to complete that process. Once you have completed this portion of the process, the Silverflume business ID number you have been assigned will automatically populate that item in the application. Make sure that the information you are inputting is complete and correct. Until you are able to complete the application and upload all of the requested documents, the application will not be available for review by the HCQC Licensure Unit. If you have difficulties with the application, please contact the Licensure Unit for assistance. An appointment can be made with the staff of the Licensure Unit for assistance by phone or in person, utilizing the kiosks that have been made available for that purpose.

Kiosks located in each HCQC office

- 727 Fairview Drive, Suite #, Carson City, NV 89706
  Phone: (775) 684-1030

- 4220 S. Maryland Pkwy, Suite 810, Las Vegas, NV 89119
  Phone: (702) 486-6515

Suggestions for future education

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