

4766-3-01

**Application for Initial or Renewal License.**

“Ambulette Service” has the same meaning as nonemergency medical service organization as defined in division (O) of section 4766.01 of the Revised Code.

Except as otherwise provided in chapter 4766 of the Revised Code, no person shall furnish, operate, conduct, maintain, advertise, engage in or profess to engage in the business or service in this state of transporting persons who are seriously ill, injured, or otherwise incapacitated or who require the use of a wheelchair or are confined to a wheelchair unless the person is licensed pursuant to this section according to the following procedures:

(A) An ambulette service applying for licensure shall file with the board an application on the form prescribed by the board and shall submit the application to the board accompanied by the appropriate fee.

(B) Each application for initial licensure shall include:

(1) The name, physical location of ambulette service headquarters, mailing address and federal tax identification number;

(2) All medicaid provider number(s) and all Ohio state board pharmacy license number(s) (if applicable);

(3) List of the names and addresses of all officers, directors, and/or owners of the ambulette service;

(4) For each satellite location other than service headquarters utilized for the purposes of secondary medical transportation staging, storing, and/or operations of specialized medical transportation vehicles, the ambulette service shall provide the street address, city, county, number of ambulette s assigned to each satellite location;

(5) The name of the primary contact person, business or administrative office telephone number, if available, office fax number and e-mail address;

(6) A description of each ambulette for which the ambulette service seeks permit including:

(a) Make and model;

(b) Year of manufacture;

(c) Vehicle identification number;

(d) Odometer reading;

(e) Standardized insignia, name shall be permanently affixed at minimum 3”

in height on both sides and minimum 1.5” in height rear of ambulette, monogram, or other distinguishing characteristics to be used to designate the ambulette service’s vehicle. One sample color photograph must accompany initial application (digital photo encouraged);

(7) Sufficient liability insurance as specified in section 4766.06 of the Revised Code;

(8) A current list of personnel;

(9) Communication system information as specified in accordance with rule 4766-3-09 of the Administrative Code.

(C) Application for license renewal must be submitted at least thirty days prior to the expiration date of the current license.

(D) If an application for licensure is incomplete, the board will notify the ambulette service that the application will not be processed until it is complete. Such notification will occur via certified mail one time for each submission.

Replaces: 4766-3-01

Effective:

R.C. 119.032 review dates:

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Certification

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Date

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