



COMMISSIONER  
Jon Weizenbaum

April 12, 2013

To: Nursing Facilities

Subject: **Provider Letter 13-11** – Application for Nursing Facility License and Participation in Title XIX Medicaid, Form 3720-N Revisions

The purpose of this letter is to notify providers that the Nursing Facility Application, Form 3720-N, has been revised. The revised Form 3720-N is the “Application for Nursing Facility License and Participation in Title XIX Medicaid.” Nursing facilities are no longer required to submit Form 3600, Application for Participation in the Title XIX Medicaid Program.

As indicated below, three sections of Form 3720-N have been revised -- items 1, 3 and 5.

Item 1: Facility Information

- A field added for the “National Provider Identification No.”
- A check box added to the mailing address field to indicate if the mailing address is the same as the physical address.

Item 3: Type of Application

Check boxes added to indicate:

- a “New Medicaid Provider Agreement”; or
- a “Medicaid Re-Application.”

Item 5: Applicant Information-Legal Entity Information (revised title)

- The item 5 title revised on page 2 only.
- A field added for the fiscal year end date.
- A check box added to the mailing address field to indicate if the mailing address is the same as the physical address.
- A field added for the “Warrant Address.”
- Check boxes added in the warrant address field to indicate if this address is the same as the physical address and the mailing address.
- **A new section added** that starts with a check box to indicate if the preparer is the same as the applicant. The new section captures the following information pertaining to the application preparer:
  - Legal name of preparer
  - Address
  - Contact person (name and title fields)
  - Contact information (telephone number, fax number, e-mail address)

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If you have questions regarding this letter, please contact a certification specialist in the Nursing Facility Licensing and Certification unit at 512-438-2630.

Sincerely,

Veronda L. Durden  
Assistant Commissioner  
Regulatory Services

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