

	Policy Number: 5533	Applies to Product Type: <input checked="" type="checkbox"/> Medi-Cal <input type="checkbox"/> CMC	Page 1 of 1
Original Effective Date: March 16, 2018		Revision Effective Date: Select date from drop-down box	
Policy Applies to: Compliance		Classification Series: 5500-5999 Regulatory Affairs	
Policy Title: <b>Regulatory Notification of Change of License Information</b>			

**Policy Statement**

This policy is consistent with Community Health Group's ("CHG") legal requirements and sound business practices. It is the policy of CHG and its subsidiaries to file an amendment with the Department of Managed Health Care (DMHC) reporting all changes in information contained in CHG's Knox-Keene license application, other than financial or statistical information. (28 CCR 1300.52.4)

**Purpose**

It is the intent of this policy to ensure all changes in information contained in CHG's Knox-Keene license application be reported to the DMHC within 30 days of the change.

**Procedure**

CHG's Associate Chief Executive Officer is responsible for notifying the DMHC of all changes in information contained in CHG's Knox-Keene license application.

Within 30 calendar days of any change to one or more of the items specified in Section 1351 of the Knox-Keene Act, including but not limited to agreements related to claim processing, CHG shall file an amendment to its plan license application, unless the change falls under an exception or alternate time requirement.

**Regulatory:** Knox-Keene Act, Section 1351 and 1352; and 28 CCR 1300.52.4

**NCQA:** None

**Attachments:** None

**Department Head**

*Regulatory Affairs Manager*

Title: ~~Compliance Officer~~

Signature: *Nichole Eblen*

Date: *4/10/18*

**Division Chief**

Title: Associate Chief Executive Officer

Signature: *[Signature]*

Date: *4.10.18*

