



## HME Service Provider - Notification of Off-Site Records Storage

Rule [4729:11-3-02 of the Ohio Administrative Code](#), requires all **in-state** HME service provider licensees and registrants to notify the Board of any required records stored off-site. This form must be submitted using the document upload feature on the Board of Pharmacy website: [www.pharmacy.ohio.gov/upload](http://www.pharmacy.ohio.gov/upload). Be sure to select "Off-Site Storage of Records" as the document type.

<b>Location Name</b>	<b>License/Registration No.</b>
<b>Street Address</b>	<b>Name of Designated Representative (DR)</b>
<b>City</b>	<b>DR Contact Phone (xxx-xxx-xxxx)</b>
<b>Zip Code</b>	<b>DR E-Mail Address</b>

**What is the name and address of the off-site storage facility where the HME Service Provider intends to store records of accountability?**

<b>Name of off-site storage facility</b>		
<b>Street Address</b>	<b>City</b>	<b>Zip</b>

**Provide a brief explanation of why you need to utilize off-site storage and how you intend to secure the records stored off-site.**

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