BEFORE YOU APPLY

Health Service Provider (Business) Licensing Application

in accordance with the Bermuda Health Council Act 2004 and the Bermuda Health Council (Health Service Providers) (Licensing) Regulations 2024

HEALTH COUNCIL BERMUDA

INFORMATION YOU'LL **NEED** TO PROVIDE

Governance & Compliance

Business Information

- Business name and National Provider Identifier (NPI) number.
  - Businesses that do not have an NPI number will be issued one if licensure is granted.
- Physical address, telephone number, general email address, and website.
- Billing contact's name, telephone number, and email address.
- Whether the business has high-risk health technology.
- Whether the business has a Helping Hub profile.

Statutory Compliance

- Payroll tax payment status and account number.
- Employee health insurance arrangements, including the insurance provider and number of insured staff.
- Social insurance payment status and employer account number.
- Private pension payment status and pension administrator.

For new businesses that are not yet operational, statutory compliance will be confirmed once the business becomes operational.

GETTING READY

*Before starting your application, **gather the information needed to describe your business, demonstrate organizational compliance**, and **explain how you deliver health services**. Preparing this information in advance will help avoid delays.*

The Bermuda Health Council may verify application information with relevant organizations and request additional supporting documentation. Under Regulation 6(6), providing materially false or misleading information or documents is an offence.

Governance and Ownership

- Year the business or organization was established.
- Legal structure.
- Registrar of Companies registration status and registration number, where applicable.
- Details of the governance structure, including who provides overall direction, manages daily operations, and holds the organization accountable.
- Details of all owners, including names, contact information, and immigration status relevant to business ownership.

Privacy, Cybersecurity, and Electronic Records

- Whether the business has a process for assessing compliance with the Personal Information Protection Act (PIPA), and a brief description of that process.
- Whether cybersecurity measures are in place, and a brief description of how patient information is protected from unauthorized access.
- Whether the business uses an electronic patient or client records management system, and the system's name.

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Health Service Delivery and Professional Compliance

Services and Classification

- Provider type, using the Health Council's Classification Guide.
- Description of the primary and secondary health services provided.
- Primary health care function and relevant service category.
- Any secondary health care functions and relevant service categories.

Clinical Leadership

Identify the Clinical Director responsible for overseeing the organization's clinical services. This person must have the professional qualifications appropriate for those services, and the oversight role must fall within their scope of practice. For example, a home care agency providing nursing care must have a registered nurse as its Clinical Director.

Provide the Clinical Director's:

- Name.
- Regulatory authority, professional registration/license number, and expiry date.
- Employment status and email address.

Health Professionals

Prepare details for every health professional providing clinical care through the business, whether employed, contracted, or otherwise engaged:

- Name matching their professional registration/license.
- Practice area.
- Regulatory authority.
- State, province, or country of regulation.
- Registration and/or professional license number.
- Expiry date.

Locally regulated health professionals must hold active professional registration in Bermuda. Professionals who are not locally regulated must hold overseas professional licensure.

For all health professionals, including the Clinical Director, list both Bermuda and overseas professional registration or licensure where held. Provide the regulatory authority, jurisdiction, registration and/or professional licence number, and expiry date for all. The Health Council will check professional standing in each jurisdiction of regulation.

Clinical, Professional, and Operational Standards

- Standards, guidelines, protocols, accreditation requirements, or evidence-based frameworks governing service delivery.
- Practice area covered by each standard.
- Name of the standard and issuing organization.
- Applicable jurisdiction.
- Explanation of how standards are implemented and maintained, such as through policies, training, audits, peer review, or quality assurance activities.



SUPPORTING INFORMATION AND **DOCUMENTATION**

Under regulation 9(2), health service providers must keep all records supporting the information in returns submitted to the Health Council for six years.

DECLARATION

The declaration must be completed by someone with authority to legally represent and bind the applicant organization and will require the following details for the signatory:

- Name
- Authority to act
- Email address
- Telephone number
- Signature

Another person may prepare the application, but the person signing remains responsible for ensuring that the information is complete, accurate, and truthful.

The declaration includes acknowledgements concerning:



Applicable high-risk health technology requirements.



The fact that a business license does not guarantee insurance reimbursement.



Compliance with Health Council directives.



Full disclosure of business ownership and oversight.



Notification of material changes, including changes to services, ownership, or staffing.

NEED HELP?

*For questions about the application or licensing process, contact **businesses@healthcouncil.bm**.*