



# LABENFA News

www.labenfa.com

Journal of Information Issue 01 May 2011



## NFA ID Cards Now Available :

In the past, we provided an ID card to each Administrator at re-registration. We are excited to tell you about our latest card. They are made using the same card blanks that are utilized by the Department of Transportation for your drivers license. The card printed at re-registration will look like this:

## Updated Certified Nurse Aide ID Cards

We are also utilizing the same ID card system for Certified Nurse Aide (Optional). The fee for the service is \$12 and the application is available on our website. ([www.labenfa.com](http://www.labenfa.com)). At present, we do not have any plans to include a picture ID on the Nurse Aide Card.

Please remember that certification can only be verified through the website.


 **Louisiana**  
**NURSING FACILITY ADMINISTRATOR**

LA Board of Examiners of Nursing Facility Administrators  
 5647 Superior Drive, Baton Rouge, Louisiana 70816-6049  
 (225) 295-8571 • FAX (225) 295-8574 • [www.labenfa.com](http://www.labenfa.com)


 **Nancy Kay Smith**

NFA License No. 5599  
 Expires 6/30/2012

DOB 9/19/1999  
 Driver License No. LA 123456789

 **ACTIVE**

**Certified Nurse Aide**

  
 UNION JUSTICE AND CONFIDENCE

**Jane Doe**

123 Ginger Bread Lane  
 Baton Rouge, LA 70816

CNA No: 12345 Exp: 01/01/2013

**LOUISIANA**

## Continued:

For your convenience, a picture ID card will be offered for \$17.

We provide 3 options.

1. Come by our office and we will take your photo. In most cases, you will leave with your ID.
2. Send us a digital passport style photo to "[NFAinfo@labenfa.com](mailto:NFAinfo@labenfa.com)." Make sure that you include your full name, NFA license number, drivers license number and best contact number for us to reach you. Once printed, we will contact you to process payment. Turnaround is usually two business days.
3. Mail us a passport photo along with your check or money order. Please make sure that you include the information listed in paragraph 2.



## It's Technical!

The LARS system, which is a web based program, is designed to allow Nursing Facilities the convenience of processing NAT-7's online.

There are many advantages to choosing to submit your Notification of CNA Employment & Termination (NAT7) forms on the internet. The most obvious being the amount of money that you will be able to save considering the cost of postage. Besides the amount spent for postage, consider the time it takes to mail forms to our office. Submitting these forms electronically will allow them to be promptly placed on the registry. As soon as the registry reviews the information submitted, if there is a problem, you will receive notification. This will also allow your facilities list of Nurse Aides to be as current and accurate as possible. Once an account is established for your facility, authorized personnel can sign on and view all Nurse Aides assigned to that facility code. Once your facility has chosen to use the online system, you are no longer required to submit the paper form.

Please visit our homepage ([www.labenfa.com](http://www.labenfa.com)) for a link to screenshots and a tutorial on how to enroll.

\*Any LABENFA News questions or comments contact us at [NFAinfo@labenfa.com](mailto:NFAinfo@labenfa.com)



## New for 2011

Please note that beginning with this year's re-registration, each Administrator's annual re-registration certificate shall be displayed adjacent to the facility's license issued by the Department of Health and Hospitals.

### Don't forget June 30, 2011 is the deadline for Administrators that are running a nursing facility to re-register

After that date, you will be listed as operating a facility while your license is in suspension. This violation will result in a fine of not less than \$500 nor more than \$2000.

For more information, please review Section 1104 of the Louisiana Administrative code.

### Updated Administrative Law Code and Minimum Licensure Standards Books

There have been significant changes in both the Administrative Law Code and the Minimum Licensure Standard publications. While we refer to these publications as the "Green" Administrative Law Code and "Yellow" Minimum Licensure Standards which you received in our initial application packs. There has been significant changes in both. It is strongly suggested that you purchase the updated versions for your reference.

### Preceptor Training Course

Beginning this summer (July 19, 2011), we will be offering the "Preceptor Seminar" taught by Joe Townsend. It will be offered quarterly and Continuing Education Unit (CEU's) will be awarded for those that attend. We will require a minimum of 6 attendees in order to schedule a class. For more information, please contact our office.

### We now accept credit cards

#### MC /VISA /DISCOVER ONLY

As a convenience to our Administrators, we began accepting credit cards this March. This can only be done in person or by phone. A convenience fee will be included to cover the cost of this service.