

Important Info for Home Care Agency Registration Bermuda Health Council (BHeC)

Home Care agencies MUST register their business with the Bermuda Health Council if they wish to file for Future Care reimbursement on behalf of their client(s). To register [click here](#) . During the application process agencies will need to provide a full employee listing and confirm that the following details are on file for each of their staff:

1. Full employee listing	
2. Screening questions and Declarative Statement	Each employee should complete this form. Click here
3. Medical Certificate	Click here for medical certificate template
4. Copy of Photo ID	Each employee
5. Criminal Record check	Must be of the past 7 years – by BDA Police Service or Magistrate Court– issued within the last 24 months
6. Work permit/spousal letter Copy of work permit, spousal letter or PRC. (if applicable)	For work permit holders- a copy of the work permit is required that identifies the: <ul style="list-style-type: none">• Employer as either the person/family receiving the care, or the home care agency,• Role of the care provider,• Date of issue and expiration.

The Agency is responsible for making sure the employee is eligible to provide care according to requirements and that the caregiver is also independently registered. See the FAQ page for details on individual registration requirements for caregivers.

<https://helpingservices.bm/registration-process-2/>



For the purpose of registration the agency must provide a letter on official letterhead and signed by the lead coordinator or owner, acknowledging that the agency and its representatives agree to comply with the requirements outlined. The Agency will be responsible for having copies of up to date employee documents on file for immediate access that must be presented in event of an audit.

- a) Employee documents do not need to be submitted as part of the home care agency online registration application unless they are specifically requested.
- b) If an employee is on a work permit, it must be current, state the employee is employed by the agency, and the agency must have a copy on file.
- c) Nursing associates or registered nurses MUST have current Bermuda Nursing Council registration to practice and receive reimbursement for home care services.
- d) All caregiving staff should be registered independently and can complete their registration via <https://helpingservices.bm/register/> . Information on how to register can be found via <https://bhec.bm/home-care-provider-registrations/> .

Audits of home care agency employee records will be conducted without advance notice, and incomplete records may result in suspension of agency registration.