



## Designated Signature Form

Date \_\_\_\_\_

Facility/Program Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Facility Code: \_\_\_\_\_ State ID: \_\_\_\_\_

A facility code allows healthcare facilities to submit employment history of CNA's to the LA Nurse Aide Registry via the NAT-7 Form or LARS (eNAT-7, for NH's only). If approved, **the facility agrees to the following:**

1. The NAT-7 Form will be used to report **ONLY** nursing-related duties performed by the CNA;
2. NAT-7 Form will be submitted for **ALL** CNA's employed with the facility;
3. Employment will only be submitted **after** CNA has worked a minimum of 8 hours, (excluding orientation);
4. Termination will be submitted **immediately** (regardless of reason);
5. The NAT-7 (eNAT-7 for NH's) will **not be used for agency or contract staff**; and
6. The NAT-7 will **not be distributed** to CNA's or unauthorized employees.

**In order to be processed, the NAT-7 form shall bear the *original* signature of at least one (1) authorized individual. A total of four (4) individuals may be designated. **Nursing home providers may authorize up to three individuals in addition to the Administrator.** Each authorized individual must print and sign (handwritten) their name below:**

Print Name:	Signature:
Print Name:	Signature:
Print Name:	Signature:
Print Name:	Signature:

**Note:** The submission of this form will **remove** any previous authorized individuals on record.  
All individuals that should remain as designated signers **must** be included on this form.

**Submit this form to the LA Nurse Aide Registry:**

**LA.CNA@la.gov**  
(must originate from facility email account)

**OR**

LA Nurse Aide Registry  
P.O. Box 3767,  
Baton Rouge, LA, 70821-3767

See the FAQ page <https://ldh.la.gov/index.cfm/faq/category/31> for additional instructions.

Submit questions via email to the Louisiana Nurse Aide Registry [LA.CNA@la.gov](mailto:LA.CNA@la.gov).