MONTANA DPHHS
Healthy People. Healthy Communities.
Department of Public Health & Human Services

Department of Public Health and Human Services

Quality Assurance Division ♦ 2401 Colonial Drive, 2rd Floor ♦ Helena, MT 59620 ♦ fax: 444-1742

Greg Gianforte, Governor

Adam Meier, Director

Dear Hospital License Applicant:

This letter is in response to your request for information regarding the procedures for obtaining a Hospital license. Hospitals must meet the Conditions of Participation for Hospitals outlined in 42 CFR482.2 through 482.62, revised as of October 1, 2002. (ARM 37.106.401)

The following information is enclosed:

1) A current license application form, with an explanation of fees;
2) *Hospital application attachment*--Montana Codes Annotated (MCA), 50-5-101 through, 50-5-208;
3) The minimum standards for all health care facilities--Administration Rules of Montana (ARM) 37.106.301 through 37.106.331;
4) The minimum standards for Hospitals—ARM 37.106.401 through 37.106.440.

Hospitals are not subject to Certificate of Need requirements. However, hospitals are subject to review by CON if they provide swing bed services in excess of 5. (MCA 50-5-301)
Hospitals are subject to Plan Review approval. Facility blue prints must be submitted to the Licensure Bureau's Construction Consultant for review, comment and approval.
Upon completion of construction, please submit the following information for state licensure of the Hospital:

- A completed License Application;
- The appropriate licensure fee of $1.00 per bed or $20.00 for facilities with less than 20 beds; and
- Current operational Policies and Procedures

Upon submission and approval of all aforementioned information, the facility must undergo a final on-site inspection. Based upon the findings of the inspection a recommendation for licensure will be made to the Licensure Bureau Chief.

If you have further questions, or have questions during the licensure process, the main number for the Licensure Bureau is 444-2676.

Sincerely,

Carter Anderson,
Quality Assurance Division Administrator, DPHHS