



Department of Public Health and Human Services

Office of Inspector General ♦ 2401 Colonial Drive, 2nd Floor ♦ Helena, MT 59620 ♦ fax: 444-1742

Greg Gianforte, Governor

Adam Meier, Director

Dear Prospective Infirmiry Provider:

Thank you for your interest in Infirmiry Services in Montana. This letter is intended to guide you through the licensing process. Infirmiries are not required to be reviewed by the Health Planning Program, and therefore do not need a Certificate of Need.

The following items must be submitted to the Licensure Bureau in order to license your facility:

- ☐ A floor plan of the facility. This may be hand drawn as long as dimensions are included. Physical requirement can be found at ARM 37.106.302 of the Minimum Standards for All Healthcare Facilities. Please review the rules carefully and determine that your facility meets the conditions set forth in that rule.
- ☐ Local Building Code approval.
- ☐ A completed License Application and fee. The Infirmiry Application may be downloaded at <https://dphhs.mt.gov/qad/Licensure/HealthCareFacilityLicensure/LBFacilityApplications/LBInfirmiry>
- ☐ Policies and Procedures, for review and approval. These must be submitted at least forty-five (45) days prior to the expected facility opening date.

Upon submission and approval of all the aforementioned information and documentation, the Licensure Bureau will issue a six (6) month provisional license. A facility may not accept patients until it is licensed. A health care facility surveyor from the Licensure Bureau will conduct an on-site survey of the facility within the provisional license period to assess compliance with Infirmiry regulations. This visit is also an opportunity for the facility to obtain any clarification on those regulations.

If you have further questions, or have questions during the licensure process, the main number for the Licensure Bureau is 406-444-2676.

Sincerely,

Carter Anderson,
Inspector General, Montana DPHHS