



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 completed License Application and fee. The Infirmiry Application may be downloaded at <https://dphhs.mt.gov/qad/Licensure/HealthCareFacilityLicensure/LBFacilityApplications/LBInfirmiry>
- ❑ 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. If your facility is new construction, please submit the Certificate of Occupancy, issued by the local or State building code authority.
- ❑ Policies and Procedures, for review and approval. These must be submitted at least forty-five (45) days prior to the expected facility opening date. The rules describing the regulatory requirements for critical access hospitals can be found at the web address above.

In addition to submission of all the aforementioned information and documentation, you will need to schedule an onsite Physical Compliance inspection with the Bureau Construction Consultant. Review and approval of all required documentation, and approval by the Construction Consultant are required prior to the issuance of a license. You may not admit residents in your facility until you are licensed.

Upon submission and approval of all the aforementioned information and documentation and the final approval from the Bureau construction consultant, the Licensure Bureau will issue a six (6) month provisional license. 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 critical access hospital 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, you may contact the Licensure Bureau at 406-444-2676.

Sincerely,

Tara Wooten

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