



Dear Prospective Infirmary Provider:

Thank you for your interest in Infirmary Services in Montana. This letter is intended to guide you through the licensing process. Infirmaries 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 to license your facility:

- ❑ A completed License Application and fee. The Infirmary Application may be downloaded at <https://dphhs.mt.gov/qad/Licensure/HealthCareFacilityLicensure/LBFacilityApplications/LBInfirmary>
- ❑ A floor plan of the facility. This may be hand-drawn if dimensions are included. Physical requirements can be found at ARM 37.106.302 of the Minimum Standards for All Healthcare Facilities. Please review the rules carefully and determine whether your facility meets requirements.
- ❑ 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 Infirmaries can be found at the web address above.
- ❑ Attestation statement from the prospective administrator stating that he/she has reviewed the rules pertaining to Infirmaries.

**Do not submit an application earlier than 6-months prior to the desired licensure date.** Applications that are initiated and have no provider movement in the completion and uploading required documentation will be withdrawn within the timeframe designated in bureau policy.

In addition to the submission of all the aforementioned information and documentation, you will need to schedule an on-site 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 patients to 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 infirmity regulations. This visit is also an opportunity for the facility to obtain any clarification of 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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