

## Surgical Clinic (SURGC) and Surgical Clinic/Ambulatory Surgery Center (SURGC/ASC) Report of Change Application Checklist for Change of Service

The following is a list of application forms and supporting documents required for a complete application packet. Failure to include each of the forms and documents will delay processing.

Check all that apply:       **Add Service**                       **Remove Service**

**CHECKLIST AND INSTRUCTIONS** - *Please submit your documents in this order.*

**REQUIRED DOCUMENTS TO ADD OR REMOVE A SERVICE**

<i>Use this space to check if included</i>	<b>Forms and supporting documents</b>	<b>Additional Instructions (Each form listed also has instructions on the form)</b>
	Cover Letter	<p><b>COVER LETTER</b></p> <p>Letter on company letterhead with the following information:</p> <ul style="list-style-type: none"> <li>• License number</li> <li>• Facility name and address</li> <li>• Facility ID number (if known)</li> <li>• Brief description of request. Include service(s) adding or removing</li> <li>• Contact information (name, title, phone number, and e-mail address)</li> <li>• Emergency Contact Information (name, email, alternate email, phone, fax, and phone number that will receive text messages). The Department will use this information to contact the provider in the event of an emergency using the California Health Alert Network (CAHAN). All information provided must allow CAHAN to contact the provider on a 24/7/365 basis for distribution of health alerts. For additional information: <a href="https://www.calhospitalprepare.org/cahan">CAHAN</a> (https://www.calhospitalprepare.org/cahan)</li> <li>• Signature</li> </ul>

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	HS 200	<p><b>LICENSURE &amp; CERTIFICATION APPLICATION</b> [Health and Safety Code (HSC) section 1212]</p> <p><b>Tip</b></p> <ul style="list-style-type: none"> <li>• Page 2, Section B, item 6 — An organization must own 100 percent of the licensee to be considered a parent company. This parent company will have its own Employer Identification Number (EIN).</li> <li>• Page 3, Section C, item 7 — When listing the names of individuals with direct or indirect ownership of the facility in section C, provide the EIN (do not enter a social security number in this field).</li> </ul>
	Supporting Documents	<p><b>A.11 - OFFICE OF STATEWIDE HEALTH PLANNING &amp; DEVELOPMENT (OSHPD) AND/ OR CERTIFICATE OF OCCUPANCY CONSTRUCTION</b> [Title 24 California Code of Regulations (CCR) part 2 sections 111 and 1226.2] [HSC section 1226]</p> <p><b>For newly constructed or a remodeled building, one of the two documents are required:</b></p> <ul style="list-style-type: none"> <li>• <b>Written certification:</b> The local building authority must provide written certification of Title 24 compliance (OSHPD 3 Standards) stating the building meets the current applicable codes and the following building requirements: <ul style="list-style-type: none"> <li>○ California Building Code (CBC)</li> <li>○ California Fire Code (CFC)</li> <li>○ California Electrical Code (CEC)</li> <li>○ California Mechanical Code (CMC)</li> <li>○ California Plumbing Code (CPC)</li> <li>○ California Administrative Code (CAC)</li> </ul> </li> <li>• <b>CDPH 270:</b> Certification Form for Clinics and Freestanding Outpatient Clinic Services of a Hospital, to certify the facility conforms to current applicable Title 24</li> </ul>

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		<p>(OSHPD 3 Standards). This form must be signed by the local building authority</p> <p><b>Note:</b> Title 24 compliance does not apply to CHOWs unless there has been construction and/or remodeling</p> <p><b>If construction occurred and if the construction resulted in a new building or addition:</b></p> <ul style="list-style-type: none"> <li>• Submit a <b>Certificate of Occupancy</b></li> <li>• This is not applicable if there were alterations or repairs to existing buildings performed or conversion of space</li> </ul>
	Supporting Documents	<p><b>FLOOR PLAN</b> [HSC section 1212]</p> <p>Submit a floor plan that describes the requested change of service including a schematic of each room.</p>
	STD 850	<p><b>FIRE SAFETY INSPECTION REQUEST</b> [HSC section 1226(f)]</p> <p>The STD 850 form must be submitted or a similar form from the fire authority that contains equivalent information as the STD 850 form. The OSHPD Fire Life &amp; Safety (FLS) Inspection approval does not replace this form</p>

**MEDICARE CERTIFICATION DOCUMENTS**

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	CMS 377	<p><b>AMBULATORY SURGICAL CENTER REQUEST (If applicable)</b></p> <ul style="list-style-type: none"> <li>• Submit one copy of the CMS 377 form</li> </ul>