

SEQUENCE OF EVENTS FOR LICENSURE OF AN AMBULATORY SURGICAL FACILITY

1. A Certificate of Need (CON) is first required, pursuant to DHEC Regulation 61-15, Certification of Need for Health Facilities and Services. The Director of CON may be contacted at 803-545-4200. You must obtain a CON before proceeding with the following steps.
2. Read and become familiar with DHEC Regulation 61-91, Standards for Licensing Ambulatory Surgical Facilities, which is located on our website at <http://www.scdhec.gov/health/hrreg.htm>. A hard copy of the regulation is available through the Division of Health Licensing for a \$10 fee. Payment must be by personal check or money order (no cash or credit cards can be accepted). You should determine if you can comply with all requirements described in the regulation.
3. Complete Application for License to Operate an Outpatient Care Activity or Service (DHEC Form 0200) and submit to: Director, Division of Health Licensing, DHEC, 2600 Bull Street, Columbia, SC 29201.
4. For assistance with this process, a representative of the Division of Health Licensing may be contacted at (803) 545-4370.
5. Refer to Section 1700 in Regulation 61-91 for information on submitting plans and specifications for approval. All new facilities, including new construction and existing structure, require approval of these plans. Plans and specifications must be submitted to: Director, Division of Health Facilities Construction, DHEC, 2600 Bull Street, Columbia, SC 29201. Call 803-545-4370 to arrange for an appointment to review plans and specifications.
6. DHFC will review the plans submitted and:
 - a. Determine the plans to be complete and issue an approval letter, or
 - b. Deem the plans incomplete and request additional information.
7. When facility construction or renovation of an existing building is complete, personnel from DHFC will schedule an on-site inspection.
8. When DHFC approves the facility, you must then contact the Facilities and Services Office (see above) to schedule an on-site initial licensing inspection of all other requirements of Regulation 61-91.
9. When all requirements are met, permission to operate will be granted and a license will be issued.

NOTE: If you are an owner of a facility/activity currently licensed by the Department, the currently licensed facility/activity must be in substantial compliance with applicable regulatory standards prior to the Department issuing a license to the proposed ambulatory surgical facility.