

SEQUENCE OF EVENTS FOR LICENSURE OF A RENAL DIALYSIS FACILITY

1. Regulation 61-97, *Standards for Licensing Renal Dialysis Facilities*, should be read carefully in order to determine if all the requirements to establish a renal dialysis facility can be met. A free copy of the regulation is available 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).
2. An outpatient application for licensure must be completed with the required attachments and forwarded to the Division of Health Licensing, DHEC, 2600 Bull Street, Columbia, SC 29201.
3. For a representatives who will assist you with this process, please contact the Division of Health Licensing at 803-545-4370.
4. Plans for the facility as specified in Section 2003 of Regulation 61-97 must be reviewed by the DHEC Division of Health Facilities Construction (DHFC). Reviews are scheduled by appointment and take place at the Heritage Building, 1777 St. Julian Place, Columbia. You should contact that office by phone at 803-545-4370 for assistance prior to the preparation of the plans.
3. 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.
4. When facility construction or renovation of an existing building is complete, personnel for DHFC will schedule an on-site inspection.
5. When DHFC approves the facility, you must then contact the Division of Health Licensing's Medical Management Office at 803-545-4370 to schedule an on-site initial licensing inspection of all other requirements of Regulation 61-97.
6. 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 renal dialysis facility.