



January 3, 2017

MEMORANDUM

TO: Administrators of Renal Dialysis Facilities

FROM: Gwen C. Thompson, Bureau Chief
Bureau of Health Facilities Licensing

SUBJECT: Notification of Temporary Facility Closure and Zero Census

NOTE: **This memorandum replaces the memorandum dated August 31, 2011. Amendments were made to comply with Act No. 47 of 2011 and to reflect regulation revisions.**

If a facility temporarily closes for any reason, for example, major painting of the facility interior, storm damage, etc., the Department must be given written notice within a reasonable time in advance of closure. This notification must include, at a minimum, the reason for the temporary closure, where the patients have been or will be transferred, the manner in which the records are being stored, and the anticipated date for re-opening. This office will consider, upon appropriate review of the situation, the necessity to inspect the facility prior to its re-opening, as authorized by the regulation governing the licensing and inspection of the facility.

In addition, in instances when there have been no patients in a facility for a period of ninety (90) days or more for any reason, for example, unable to secure new admission, experiencing financial difficulties, etc., the facility must notify the Department in writing that there have been no admission, no later than the one hundredth (100th) calendar day following the date of departure of the last active patient. At the time of the notification, the Department will consider, upon appropriate review of the situation, the necessity to inspect the facility prior to any new and/or re-admissions to the facility, as authorized by the regulation governing the licensing and inspection of the facility.

The above-referenced notices shall be sent to the Bureau of Health Facilities Licensing. If there are any questions, you may call the Bureau of Health Facilities Licensing at (803) 545-4370.

GCT/dnf