


<b>Name of Policy:</b> <u>Notification of CMS of Changes in Transplant Program</u> <b>Policy Number:</b> 3364-140-29 <b>Department:</b> Kidney Transplant Administration (Nursing Service) <b>Approving Officer:</b> Chief Nursing Officer Director, Renal Transplant Program <b>Responsible Agent:</b> Transplant Coordinator <b>Scope:</b> The University of Toledo Medical Center	 <b>Effective Date:</b> April 1, 2022 Initial Effective Date: October 23, 2007
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

**(A) Policy Statement**

CMS will be notified of any significant changes related to the transplant program which means any event that is likely to have considerable impact on the program’s operations, ability to perform transplants or conduct transplant care.

**(B) Purpose of Policy**

To assure CMS is notified of any changes as required by the Conditions of Participation (482.74). Notification will occur within seven business days of when the transplant program becomes aware that either a change has occurred or will occur.

**(C) Procedure**

1. CMS will be notified of any changes in the transplant program including:
  - ♦ A change in the key staff members of the transplant team. Personnel changes to the primary transplant surgeon or primary transplant physician.
    - a) The transplant program must notify CMS of these changes by the time OPTN paperwork has been submitted and should not wait for the provisional or actual designation by the OPTN before notifying CMS.
    - b) CMS does not require information on personnel changes other than the primary transplant surgeon and primary transplant physician.
  - ♦ Termination of an agreement between the hospital and the OPO.
    - a) CMS will be notified within 7 business days of when the transplant program becomes aware that a termination of the Organ Procurement Organization (OPO) agreement with the hospital within which the transplant program is located has occurred or will occur.
  - ♦ Inactivation of the transplant program.
    - a) The Transplant Program may not be inactive for more than 365 days within a 3 year period from the date of initial inactivation. Prior to the 365<sup>th</sup> day, the program may reactivate at any time if it is meeting all COP’s. After the 365<sup>th</sup> day, the transplant program will no longer be able to participate in the Medicare program.
    - b) The transplant program must notify CMS when it will not be or is not accepting organs for a period exceeding 14 consecutive days.

<b>Approved by:</b>  /s/ _____ Kurt Kless MSN, MBS, RN, NE-BC Chief Nursing Officer  Date		<b>Review/Revision Date:</b> 12/2007 1/9/2009 1/12/2010 12/3/12 10/7/15 03/16/2016 4/1/2019 4/1/2022
  <i>Review/Revision Completed By:</i> <i>Transplant Administrator</i>		
<b>Policies Superseded by This Policy:</b>		<b>Next Review Date:</b> 4/1/2025