


| | |
|---|---|
| Name of Policy: <u>New/Change of Clinic Location</u> Policy Number: 3364-101-03-11 Department: Ambulatory Services Approving Officer: COO- UTMC Responsible Agent: Senior Administrative Director-Clinic Operations Scope: Ambulatory Services |  Effective Date: 02/1/2022 |
| <input checked="" type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy | |
| <input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy | |

(A) Policy Statement

All newly established clinics and/or change in an established clinic location will follow the steps outlined below to ensure proper notification has taken place for all parties involved and to maintain compliance with The Joint Commission and Centers for Medicare and Medicaid Services. This process is to be followed by all Provider Based Clinics.

(B) Purpose of Policy

To ensure clinics are not added, moved, or changed without notification to proper entities resulting in noncompliance.

(C) Procedure for a New Clinic and/or Change of Clinic Location

When administration has approved that a new clinic location be established, the following steps must be completed:

1. Schedule a new clinic call including a representative from the following departments:
IT from UTMC and UTP, Revenue Cycle and Finance from UTP and UTMC, Pharmacy 340B Compliance, Lab, Compliance, Infection Prevention, Phones, Environmental Services, Patient Access, Facilities, Marketing, Quality, Purchasing, Biomed, and Radiology
2. Fill out the “New Clinic Location Spreadsheet” located on the Ambulatory shared drive
3. Fill out the “New Clinic/Change in Clinic Location Sign Off” and have appropriate parties sign to acknowledge awareness of this change
4. Work with Administrative Director of Clinic Operations to update PECOS and establish a new CLIA if needed.
5. Create physical file with copies of all necessary paperwork and an electronic file folder for this clinic to be in the Ambulatory shared drive. Items to be present in the files include but are not limited to: PECOS affirmation, CGS attestation, CLIA certificate, New Clinic/Change in Clinic Location Sign Off, New Clinic Location Spreadsheet, Joint Commission Checklists, equipment leases, space leases, staff lease agreements, and staff privileges for providers working in clinic.
6. Schedule walk throughs with necessary parties prior to opening of the clinic.

(D) Maintenance of Clinic Files

1. Each clinic file is to be audited bi-annually by the Administrative Director of Clinic Operations to ensure:
Names, addresses, phone numbers are correct in PECOS
CLIA is up to date and accurate
Up to date lease agreements for equipment, space, staff
2. A Master List of all clinics is to be kept in the Ambulatory shared drive and reviewed bi-annually by the Administrative Director of Clinic Operations

