## Wyoming Department of Health Office of Healthcare Licensing and Surveys

## **Critical Access Hospital**

## **Paperwork Requirements for State Licensure**

Facility Name:		City:
	1.	A completed license application form and appropriate fee.
	2.	Copy of the letter/notice received from the Wyoming Dept of Health approving the designation to become a critical access hospital.
	3.	Copy of the formal designation, at a level determined by the critical access hospital, through the Wyoming Department of Health's trauma system enhancement program.
	4.	Copy of organizational chart that reflects the administrative control and lines of authority for the delegation of responsibility from management down to the patient care level.
	5.	Verification of Department of Family Services central registry check on all employees hired.
	6.	Copy of policy and procedure on the quality improvement program.
	7.	Copy of policy and procedure indicating there shall be one person designated responsible for maintaining the confidentiality of personnel records.
	8.	Copy of policy and procedure on employee health, including communicable and reportable diseases.
	9.	A list of professional specialists who will be providing patient care services.
	10.	Copy of policy and procedure on emergency services and disaster preparedness.
	11.	Copies of any agreements or contracted services.
	12.	Copy of policy and procedure for the quality improvement program.
	13.	Copy of policy and procedure on infection control.
	14.	Copy of menus for a two week period.
	15.	Copy of policy and procedures on advance directives.
	16.	Detailed location of swing-beds (include floor plan) with ALL appropriate policies and procedures. (If applicable)
	17.	Copy of policies and procedures on transfers and discharge planning.