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

## **Hospice Facility**

## **Paperwork Requirements for State Licensure**

Facility Name:		City:
	1.	A completed license application form and appropriate fee.
	2.	Proof of a fidelity bond of no less than \$2500 augmented in relation to the number of employees.
	3.	Verification of Department of Family Services central registry check on self and/or manager, and all employees hired.
	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.	Copy of written grievance procedure.
	6.	Copy of policy and procedure indicating there shall be one person designated responsible for maintaining the confidentiality of personnel records.
	7.	Copy of policy and procedure on employee health, including communicable disease information.
	8.	Copy of policy and procedures on advance directives.
	9.	Copy of policy and procedures patient rights.
	10.	Copy of policy and procedures on admission criteria.
	11.	Copy of policy and procedure on the quality improvement program.
	12.	Copy of policy and procedure on Hospice Day Care Services, if provided.
	13.	Copy of policy and procedure on disaster and emergency preparedness.