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

## Hospital

## **Paperwork Requirements for State Licensure**

Facility Name:		City:
	1.	A completed license application form and appropriate fee.
	2.	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.
	3.	Copy of policy and procedure on employee health, including communicable and reportable diseases.
	4.	A list of professional specialists who will be providing patient care services.
	5.	Copy of policy and procedure on emergency services.
	6.	Copies of any agreements or contracted services.
	7.	Copy of policy and procedure for the quality improvement program.
	8.	Copy of policy and procedure on infection control.
	9.	Copy of policy and procedure on disaster preparedness and emergency services.
	10.	Copy of policy and procedures for surgical and anesthesia services, if provided. Include central sterilizing.
	11.	Copy of lab's CLIA certificate.
	12.	Copy of policy and procedure for special care unit for seriously ill pts (ICU), if provided.
	13.	Copy of policy and procedure for obstetrical services, if provided.
	14.	Copy of policy and procedure for outpatient services, if provided.
	15.	Name of consultant dietitian, if RD is not the dietary supervisor.
	16.	Policy and procedures for therapy services.
	17.	Bylaws concerning dental staff
	18.	Name of pharmacist and P&Ps
	16.	Detailed location of swing-beds (include floor plan) with ALL appropriate policies and procedures. (If applicable)