



Division of Quality Assurance
Freestanding Dialysis Center
Instructions for Capacity Decrease

General Information and Instructions

Ohio Administrative Code (OAC) rule 3701-83-04(F) requires a freestanding dialysis center to apply for an amended license when permanently decreasing the number of dialysis stations. If your application is incomplete or is not accompanied by the fee and required documents below, approval may be delayed, your capacity change documents may be returned to you or your request may be denied.

Fee

A check or money order, made payable to the **Treasurer, State of Ohio** in the amount of \$150, must accompany the documents listed below in order to process a capacity change request. Deposit of your fee does not mean that your application has been accepted and/or declared complete.

Required Documents:

The following documents must be submitted as a complete packet to the Ohio Department of Health at the address provided below.

1. A letter requesting a permanent capacity decrease on facility letterhead and signed by the owner or other authorized representative. Your letter must include the following information:
 - a. License number (e.g., 1234DC)
 - b. The current capacity; the number of stations to be removed; and the total proposed capacity, (e.g., facility currently has twenty (20) stations and is requesting an decrease of five (5) stations, resulting in a total proposed capacity of fifteen (15) stations)
 - c. Details related to the capacity decrease such as construction, renovation or relocation, change of use of rooms
 - d. The requested effective date of the capacity decrease
2. An 8 1/2" x 11" schematic drawing or floor plan of the facility that clearly identifies the locations of the stations, prior to and after the decrease, as well as the station numbers/identifiers
3. A copy of the facility's most recent State Fire Marshal Inspection report if the decrease includes alterations to the building



4. A copy of the facility's Certificate of Occupancy permit if the decrease includes alterations to the building

Submit fee and documents to:

Ohio Department of Health
Revenue Processing #3500
P.O. Box 15278
Columbus, Ohio 43215

On-Site Inspection

An on-site inspection to determine compliance with the dialysis center rules may be required prior to approving the capacity decrease if the change includes building alterations. An inspection is generally scheduled within six (6) weeks of receipt of a completed application.

If an inspection is required, the dialysis center will be charged a fee in accordance with OAC rule 3701-83-06.

Contact Information

If you have any questions regarding the process to increase your capacity, e-mail the Division of Quality Assurance, Licensure Program at liccert@odh.ohio.gov or call (614) 466-7713.