



**Division of Quality Assurance
Freestanding Dialysis Center
Instructions for Capacity Increase**

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 increasing 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. Please be advised that dialysis centers may not use any additional stations until an amended license has been issued.

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 capacity increase 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 additional stations; and the total proposed capacity (e.g., facility currently has twenty (20) stations and is requesting an increase of five (5), resulting in a total proposed capacity of twenty-five (25) stations)
 - c. Details related to the capacity increase such as construction, renovation or relocation of stations
 - d. The requested effective date of the capacity increase (e.g., construction/renovation is complete and the new stations are equipped to provide services and the facility is ready for inspection)
2. An 8 1/2" x 11" schematic drawing or floor plan of the facility clearly identifying current stations, including station numbers or identifiers, and location of new stations



Ohio

Department of Health

3. A copy of the facility's most recent State Fire Marshal Inspection report documenting that the dialysis center is in compliance with the state fire code
4. A copy of the facility's Certificate of Occupancy permit

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 increase. An inspection is generally scheduled within six (6) weeks of receipt of a complete application.

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.