



April 2015

**INSTRUCTIONS FOR BUILDING CONSTRUCTION OR ALTERATIONS  
FOR EXISTING SERVICES  
WITHIN THE HOSPITAL CAMPUS OR IN A CURRENTLY LICENSED SATELLITE LOCATION**

**\_\_\_\_\_ 1. Submit building plans for the remodel or relocation to the HCRQI Facilities and Planning Safety (FPS) Program:**

Hospitals are subject to building plans review by FPS. FPS will provide all guidance relative to those processes and the associated fees. The hospital must submit plans or schematic drawings of the proposed building alterations to FPS to initiate the plans review and building approval process. Contact FPS at: [mailbox.fps@state.or.us](mailto:mailbox.fps@state.or.us)

More information about FPS is located on the FPS website at:  
<http://public.health.oregon.gov/PHD/Directory/Pages/program.aspx?pid=19>

Patient care services may not be provided in the affected area(s) until after FPS has issued a Notice of Project Building Approval for the project.

**\_\_\_\_\_ 2. For Oregon hospital licensing records:**

Submit to HCRQI a letter describing the change of location for the existing service with an anticipated effective date. Indicate the date on which FPS was contacted to initiate the building plans review process.

**\_\_\_\_\_ 3. For Medicare certification records:**

The hospital must contact its Medicare Administrative Contractor (MAC) to inquire as to whether a relocation of the existing service requires the completion of the applicable change CMS 855. (For

example if the relocation will result in a new on campus address.) If so, once the MAC has completed its review, the hospital must submit a copy of the MAC evaluation letter to HCRQI.

Once the FPS and licensing steps described above have been completed, HCRQI will forward the MAC evaluation to CMS for its final determination.

In addition, if the hospital has "deemed status" its Accreditation Organization (AO) must be notified if required by AO procedures.