



January 2023

EXISTING SERVICES: CHANGE OF LOCATION ON-CAMPUS AND HOSPITAL SATELLITE LOCATIONS

_____ 1. Submit building plans for the relocation to the Facilities Planning and 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

More information about FPS is located on the FPS website at: www.healthoregon.org/FPS

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

_____ 2. For Oregon hospital licensing records:

Submit 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.

Once the FPS and licensing steps described above have been completed, this office 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.

If you need this information in an alternate format,
please call our office at (971) 673-0540 or TTY 711.