



## Health Standards ASC Licensing Renewal Checklist

- ☐ 1. License renewal application completed accurately and in full
- ☐ 2. Copy of current OSFM onsite inspection report **-NOTE: If renewal period comes before an updated inspection is complete, please send proof that an inspection has been scheduled. Upon receiving report, please send to HSS immediately.**
- ☐ 3. Copy of current OPH onsite inspection report
- ☐ 4. Non-refundable renewal fee **(has posted by license expiration date)**
- ☐ 5. Letter of Accreditation **(if applicable)**
- ☐ 6. Proof of each insurance coverage **(see note below)**
- ☐ 7. Proof of a line of credit issued from a federally insured, licensed lending institution in the amount of at least \$100,000

<http://ldh.la.gov/index.cfm/directory/category/154>

### **NOTE:**

#### **§4515. Renewal of License**

A. The ASC shall submit a completed license renewal application packet to the department at least 30 days prior to the expiration of the current license. The license renewal application packet shall include:

1. the license renewal application;
2. the non-refundable license renewal fee;
3. the stated days and hours of operation;
4. a current State Fire Marshal report;
5. a current OPH inspection report;
6. proof of each insurance coverage as follows:
  - a. general liability insurance of at least \$300,000 per occurrence;
  - b. worker's compensation insurance of at least \$100,000 as required by state law;
  - c. professional liability insurance of at least \$100,000 per occurrence/\$300,000 per annual aggregate, or proof of self-insurance of at least \$100,000, along with proof of enrollment as a qualified health care provider with the Louisiana Patient's Compensation Fund (PCF): **( if the ASC is not enrolled in the PCF, professional liability limits shall be \$1,000,000 per occurrence/\$3,000,000 per annual aggregate)**
  - d. the LDH Health Standards Section shall specifically be identified as the certificate holder on the any policies and any certificates of insurance issued as proof of insurance by the insurer or producer (agent);
7. proof of a line of credit issued from a federally insured, licensed lending institution in the amount of at least \$100,000
8. any other documentation required by the department or CMS if applicable.

### **NOTES / COMMENTS:**

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