



Division of Licensing Services
Office of Medical Facilities Licensing

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Laws 2010, Chapter 121 (House Bill 2124), effective July 29, 2010, states a person wishing to begin operating an outpatient treatment center (except an outpatient treatment center providing dialysis services or abortion procedures) may request a temporary license to begin operations before an initial licensing inspection by the Arizona Department of Health Services (Department). If the outpatient treatment center (OTC) is in compliance at the time of the initial licensing inspection, the Department will issue a regular license. If the OTC is not in compliance at the time of the initial licensing inspection, the OTC must cease operations until a regular license is issued.

One of the requirements for a temporary license is the submission of a written request that includes:

1. The anticipated date of operation; and
2. An attestation signed by the applicant that the applicant and the facility comply with and will continue to comply with the applicable licensing statutes and rules.

The attestation must be signed by the applicant requesting a temporary license.

The Department recommends that the applicant, prior to signing this attestation, read Arizona Revised Statutes (www.azleg.state.az.us) Title 36, Chapter 4 (Health Care Institutions) and Arizona Administrative Code (www.azsos.gov) Title 9, Chapter 10 (Health Care Institutions: Licensing). **Please note** the rules used to license outpatient treatment centers are the rules found at Arizona Administrative Code (A.A.C.) R9-10-115.

TEMPORARY LICENSE ATTESTATION STATEMENT

I, _____ (please print name) **hereby attest** that to the best of my knowledge, I, as the applicant, and the facility identified below comply with, and will continue to comply with the applicable licensing statutes and rules, including the following requirements found at A.A.C. R9-10-115:

1. Be adequately equipped and staffed by qualified personnel to meet the needs and assure the safety of persons attending the facility and conform to all applicable statutory requirements for the provision of health care found in A.R.S. 36, Chapter 4.
2. Establish and maintain a record of each inpatient and outpatient documenting the assessment of the patient's health needs and all health care service the patient receives.
3. Maintain all parts of the facility, including its premises and equipment, neat, clean, free of insects, rodents, litter and rubbish. Policies and procedures shall be established and implemented for cleaning, sanitizing or sterilizing equipment and supplies.
4. Cause the facility's physical plant and equipment to be periodically inspected and, where appropriate, tested, calibrated, serviced or repaired to assure that they are functioning properly and reliably. Records shall be maintained to assure that appropriate inspections and maintenance of equipment is periodically accomplished by an appropriately qualified person.
5. Comply with applicable regulations adopted pursuant to A.R.S. § 36-136(G) for the control of communicable disease and maintenance of proper sanitation.
6. Comply with applicable fire and building codes.
7. Adopt policies and procedures that delineate the scope of services offered, hours of operation, admission and discharge criteria and type of staff provided.

I acknowledge that the facility may not begin operating until the effective date of the temporary license.

A temporary license is valid until the Department conducts the initial licensing inspection.

Signature _____ Date _____

Title _____

Facility _____