

POLICY

New Facility Application Fee

Purpose

The Non-Hospital Medical and Surgical Facilities Accreditation Program (NHMSFAP) Committee is responsible for establishing accreditation standards, policies, rules, procedures and guidelines for non-hospital facilities and for ensuring facility conformance with its standards, policies, rules, procedures and guidelines and with the Bylaws.

This policy addresses the new facility application fee.

Policy

A new non-hospital facility must make application to the NHMSFAP Committee for accreditation. This is done by submitting the NHMSFAP New Facility Application form and fee.

The new facility application fee covers the following:

- Limited verification review of facility layout drawings/blueprints up to a maximum of three reviews.
- Review of the required physical design and building commissioning documentation submitted by the facility as part of the accreditation process.

The new facility applicant will incur further application fees in the following circumstances:

- Following limited verification review of at least one version of facility layout drawings/blueprints, the physical location (address) of the facility changes, i.e. the applicant abandons the premise to which the drawings apply for reasons whatsoever. A change in physical location will be treated as a new application and subject to the full application fee.
- Following limited verification review of at least one version of facility layout drawings/blueprints, the scope of services of the facility changes which requires redesign of the layout. A change in the scope of services which requires redesign of the layout will be treated as a new application and subject to the full application fee.
- Following limited verification of a third version of facility layout drawings/blueprints, non-conformances are identified and submission of further revised drawings/blueprints, as determined in the sole discretion of the NHMSFAP, is required. The applicant will be subject to a further fee of one third of the new facility application fee for each additional submission required to complete the limited

verification process and which must be remitted at the time of each additional submission.

Responsibility

Role	Responsibility
Medical director	<ul style="list-style-type: none">• Advise the NHMSFAP of the intention to build a new non-hospital facility• Submit a new facility application form and fee(s)• Establish an interdisciplinary design team (IDT) and submit blueprints/layout drawings for review in accordance with the NHMSFAP Interdisciplinary Design Team Membership policy
NHMSFAP staff	<ul style="list-style-type: none">• Process the new facility application