
AMBULATORY CARE: COSMETIC SURGICAL FACILITY APPLICATION

INSTRUCTIONS FOR COMPLETION

Incomplete applications will be returned. Prior to submitting the application, ensure it includes all required information, related required documentation.

APPLICATION FOR LICENSE

Once all required application paperwork and the fee is received, an OHCQ representative will contact your program to schedule a date for an initial State licensure inspection. A State license will be issued based on the results of the on-site inspection.

FEE

There is no associated fee.

REQUIRED APPLICATION SECTIONS

General Information
Ownership Background
Workers' Compensation
Cosmetic Surgical
Facility Affidavit

REQUIRED DOCUMENTATION - INITIAL APPLICATION

1. The facility must submit a copy of the accreditation certificate and/or status letter from:
(a) *The American Association for Accreditation of Ambulatory Surgical Facilities; The Accreditation Association for Ambulatory Health Care; The Joint Commission; An accreditation organization approved by the Secretary; or* (b) *Proof of certification to participate in the Medicare Program, as enacted in Title XVIII of the Social Security Act.*
 2. Policies and procedures.
 3. A written description of the quality assurance program.
 4. If your program does not have workers' compensation insurance **AND** does not have any employees, submit a Letter of Exemption (sole proprietorships or partnerships) or Certificate of Compliance (corporations or LLCs) from the Certificate of Compliance Coordinator at the Workers' Compensation Commission, 410-864-5100 or via e-mail at COC@wcc.state.md.us.
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CODE OF MARYLAND REGULATIONS (COMAR) 10.12.03

To obtain a copy of the regulations:

- A. Visit the Division of State Documents website at www.dsd.state.md.us;
 - B. Call the Division of State Documents at 410-974-2486 x3876 or 800-633-9657 x3876; or
 - C. Visit your library (click this link to find the closest location: www.dsd.state.md.us/Depositories.aspx).
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QUESTIONS

Please contact 410-402-8040 or visit the OHCQ website at <http://health.maryland.gov/ohcq> for questions related to the application.

SEND COMPLETED APPLICATION TO:

Ambulatory Care Program
Office of Health Care Quality
Second Floor
7120 Samuel Drive
Columbia MD 21046
