According to Oregon Revised Statute 441.020(11) and Oregon Administrative Rule (OAR) 333-500-0025, a hospital may add a satellite location to its license by endorsement. According to OAR 333-500-0010(45) (revised on 12/15/2010), a satellite is defined as "a building or part of a building owned or leased by a hospital, and operated by a hospital, through which the hospital provides outpatient diagnostic, therapeutic, or rehabilitative services in a geographically separate location from the hospital, with a separate physical address from the hospital, but that is within 35 miles from the hospital." A geographically separate location is any satellite that is located more than 250 yards from the hospital's main Emergency Department doors.

The information that follows applies to all of the operations or locations that the hospital intends to have designated as a satellite or “provider based” location, both at onsite and off campus locations. Health Care Regulation and Quality Improvement (HCRQI) must ensure that the hospital completes the licensing process for all satellite locations. The Centers for Medicare and Medicaid Services (CMS) makes the “provider based” determination for the location.

1. **If the hospital requests provider-based designation for the location:**

Contact your Fiscal Intermediary about completing an 855 or self attestation documentation.

2. **In order for us to approve a satellite or provider based location you must contact the Facilities and Planning Safety Program at:**

Facilities Planning & Safety
Oregon Health Authority
880 Winter Street NE
Salem, OR 97301
Telephone: (503) 373-7201

You will need to submit plans or schematic drawings of the facility to Facilities Planning & Safety. Although locations providing only outpatient services may not be subject to the Life Safety Code requirements, there are still specific
building requirements for outpatient departments in the Oregon Administrative Rules (OARs).

At the time you submit plans to Facilities Planning & Safety, please notify our office of the submission of plans by sending us a copy of your letter to Facilities Planning & Safety. Once your letter is received, Facilities Planning & Safety will schedule an onsite inspection. A Facilities Planning & Safety consultant will inspect the satellite location’s physical environment for compliance with the applicable building requirements. A variety of services are offered at satellite locations. The building requirements may vary according to the type of service provided.

3. Submit to our office the following items:

a. A copy of Facilities Planning and Safety's Notice of Project Building Approval for the satellite location.

b. The hospital’s written plan for each location:
   • Please include the name, address, and contact person for each location.
   • Identify the scope of services to be provided and hours of operation.

c. A map showing the location of the satellite in relation to the main hospital's Emergency Department doors.

d. If the satellite location is separate and more than 250 yards from the main hospital's Emergency Department doors, you must also submit a satellite fee of $750.00. This fee must be renewed yearly, when you renew your main hospital license.

When all of the above steps have been satisfactorily completed our office will approve the satellite location. If the satellite is off-campus (as defined in 3(d)), a separate license will be issued for the satellite and sent to the main hospital. If the satellite is on-campus (within 250 yards of the Emergency Department doors), it will be added to your main hospital license.

Please note: if your hospital has "deemed status", please notify your Accreditation Organization of your new satellite location.

If you have any questions, please call our office at 971-673-0540.

Sincerely,
Chris Campbell, RN
Survey Manager
CMS Representative
Oregon Health Authority
Public Health Division
Health Care Regulation and Quality Improvement

If you need this information in an alternate format, please call our office at 971-673-0540 or TTY 971-673-0372.