



Division of Quality Assurance
Freestanding Birthing Center
Instructions for Capacity Increase

General Information and Instructions

Ohio Administrative Code rule 3701-83-04(F) requires a freestanding birthing center (BC) to apply for an amended license if there is an increase in the number of birthing rooms. Please be advised that a BC may not use any additional rooms until an amended health care facility (HCF) license has been issued. If your application is incomplete or is not accompanied by the fee and required documents below, approval may be delayed, your capacity change documents may be returned to you or your request may be denied.

Fee

A check or money order, made payable to the **Treasurer, State of Ohio** in the amount of \$150, must accompany the documents listed below in order to process a capacity change request and to issue an amended license. Deposit of your fee does not mean that your application has been accepted and/or declared complete.

Required Documents

The following documents must be submitted as a complete packet to the Ohio Department of Health at the address provided below.

1. A letter requesting a capacity increase in the number of birthing rooms must be submitted on facility letterhead and signed by the owner or other authorized representative. Your letter must include the following information:
 - a. License number (e.g., 1234BC)
 - b. The current number of birthing rooms; the number of birthing rooms you are requesting to add and the total number of birthing rooms if the increase is approved (e.g., facility currently has 2 birthing rooms and is requesting an increase of 1 birthing rooms resulting in a total capacity of 3 birthing rooms)
 - c. Details related to the capacity increase such as construction, renovation, or relocation or change of use of rooms.
 - d. The requested effective date of the capacity increase (e.g., construction/renovation is complete and the new birthing rooms are equipped to provide services and the facility is ready for inspection)
2. An 8 1/2" x 11" schematic drawing (floor plan) of the facility that clearly identifies the locations of the new birthing rooms, as well as the current rooms, room



Ohio

Department of Health

numbers/identifiers and room dimensions

3. A copy of the facility's most recent State Fire Marshal Inspection report documenting that the BC is in compliance with the state fire code
4. A copy of the facility's Certificate of Occupancy permit

Submit fee and documents to:

Ohio Department of Health
Revenue Processing #3500
PO Box 15278
Columbus, Ohio 43215

On-Site Inspection

An on-site inspection to determine compliance with the birthing center rules is required prior to approving the capacity increase and issuing an amended license. An inspection will not be scheduled until the \$150.00 application fee and all documents have been received.

The facility will be charged a fee in accordance with OAC rule 3701-83-06.

Contact Information

If you have any questions regarding the process to amend your license e-mail the Division of Quality Assurance, Licensure Program at liccert@odh.ohio.gov or call us at (614) 466-7713.