



UTAH DEPARTMENT OF  
**HEALTH**

**UTAH DEPARTMENT OF HEALTH  
DIVISION OF FAMILY HEALTH AND PREPAREDNESS  
BUREAU OF LICENSING and CERTIFICATION**

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**INITIAL REQUIREMENTS INFORMATION SHEET**

**LICENSING REQUIREMENTS**

The Utah Department of Health, Division of Family Health and Preparedness, Bureau of Licensing and Certification, licenses all health care facilities and agencies designated by Utah Code Annotated (UCA) Title 26, Chapter 21, Section 2. In accordance with UCA Title 26, Chapter 21, Section 13 the Department will issue a license when it determines that a facility/agency is in compliance with the state laws and applicable rules.

Before submitting your application for a license, please contact the appropriate city/county planning and zoning authority to determine if you are able to establish a business at the desired location.

**ORIENTATION**

Prior to submitting any licensing documents, the prospective licensee, or a representative who will be responsible for coordinating the licensure process, may attend a licensing orientation to coordinate a review of all required documents and payment of fees.

A copy of the Health Facility Licensing Rules and additional documentation are available on our web site at <http://health.utah.gov/hflcra>.

**LICENSING**

**Notice of Intent**

**Application**

All information that is submitted on the application is official and can not be amended by Bureau staff. If a change occurs, a new application must be submitted with the corrected information.

**Fees**

Please see attached "Fee Schedule" for a current listing of all applicable fees.

**Administrator Verification**

Please submit proof that the administrator of the entity meets the requirements of licensing program requested.

**Business License**

Please provide a copy of the agency's business license from the local municipality. If the local municipality will not issue a business license until the state has issued the license, please provide us with a copy of the business license application and a receipt showing the licensing application fees have been paid.

**Background Clearances**

Utah Code Annotated, Title 26, Chapter 21, Section 202 requires a fingerprint based background screening check be completed on anyone who may have direct patient access or access to patient medical or financial records.

All background clearance applications and background check fees must be submitted online using the Direct Access Clearance System (DACs). Appropriate authorization forms need to be printed and signed before an individual can be sent for LiveScan fingerprinting. A separate fee may be charged for fingerprints and is paid at the time of printing. All fingerprints are submitted to The Department of Public Safety, BCI Division, and will be forwarded to the State and the FBI for necessary background checks. Contact the DACs Help Desk at [utdacs@utah.gov](mailto:utdacs@utah.gov) for more information.

**Policy and Procedure Manual**

The manual shall address the standards and requirements set forth in the Utah Administrative Code (UAC) for the proposed health facility agency license requested. See Applicable Rules by Facility Type or Licensing Requirements on page 1 of this document for specific rules. The policy and procedure manual shall be reviewed at the time of your licensing surveys.

**Construction**

Your facility must be in compliance with the program requirements as defined in UAC R432-004.

Per UAC R432-004-14, prior to submitting documents for plan review, the facility licensee or designee shall schedule a conference with department representatives, the licensee's architect, and the licensee or his designee to outline the required plan review process. Please call Andrew Baxter at 801-273-2823 or toll free 1-800-662-4157 to schedule a meeting.

**MEDICARE/MEDICAID CERTIFICATION**

A facility/agency must first be licensed by the Department prior to obtaining Medicare/Medicaid certification. Certification standards may differ from State Licensing standards. Contact the Bureau for further information regarding specific requirements for the program you are seeking certification of.