



State of Tennessee
Health Facilities Commission
665 Mainstream Drive, 2nd Floor, Nashville, TN 37243
www.tn.gov/hsda
Phone: 615-741-7221

TRANSMITTAL MEMO

TO: Logan Grant
Executive Director *Logan Grant* Date: 10/13/2022

THROUGH: Jim Christoffersen
General Counsel *Jim Christoffersen* Date: 10/18/2022

Nathaniel Flinchbaugh
Deputy General Counsel *Nathaniel E. Flinchbaugh* Date: 10/13/2022

FROM: Caroline R. Tippens
Director, Licensure & Regulation *Caroline Tippens* Date: 10/13/2022

DATE: August 30, 2022

SUBJECT: Board for Licensing Healthcare Facilities – Operating Procedures

BACKGROUND:

In an effort to streamline, shorten, expedite, and be more customer-focused to facility counsel and providers, revisions are being undertaken to the Board for Licensing Healthcare Facilities (BLHCF) operating procedures. These policies apply to regularly scheduled BLHCF meetings only.¹

POLICY:

All licensees and/or potential licensees must submit all requests and all necessary supporting documentation to the Board for Licensing Healthcare Facilities' (BLHCF) thirty (30) days prior to the next scheduled BLHCF meeting.

Going forward, all licensees and/or potential licensees with discussion items and/or waiver requests for presentation BLHCF must consult with the BLHCF administrative staff at thirty (30) days prior to items/requests being placed on the agenda.

After administrative staff have consulted with the licensees and/or their counsel, administrative staff, upon consultation with the Office of Legal Services (OLS) will prepare a recommendation for the BLHCF agenda.

¹ These procedures do not apply to emergency BLHCF meetings, summary suspensions hearings, or specially set contested case hearings.



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Administrative staff will post upcoming Board meeting material to the website within one (1) week of the scheduled BLHCF meeting.

Going forward, two agendas will be prepared for the Board's use: a regular agenda and a consent agenda. The regular agenda will contain a summary of staff analysis of the issue and recommendations to guide Board discussion. The consent agenda will contain items Board administrative staff have recommended for approval. Thus, the Board can simply vote on the consent agenda with minimal discussion. Agenda items may be moved from the consent agenda to the regular agenda and considered at the same meeting at the request of any Board member.

Both agendas must be completed and shared with the Board members one week prior to the BLHCF meeting.