



State of Tennessee

Health Facilities Commission

665 Mainstream Drive, 2nd Floor, Nashville, TN 37243

www.tn.gov/hsda Phone: 615-741-7221

PROCEDURES FOR APPEARING BEFORE THE BOARD FOR LICENSING HEALTH CARE FACILITIES

The Board for Licensing Health Care Facilities meets six (6) times a year in February, April, June, August, October, and November of each calendar year. The board meetings are held in the Iris Conference Room, 665 Mainstream Drive, First Floor, Nashville, TN 37243. (For Overnight/Express Delivery or driving directions search utilize zip code 37228.) Facilities who want to pursue an appearance before the Board must complete the following steps to appear before the Board for Licensing Health Care Facilities.

1. All requests must be submitted to the Health Facilities Commission office explaining in detail what type of waiver request, consent calendar request, etc. you are seeking for your facility (include any architectural drawing if necessary). All licensees and/or potential licensees must submit all requests and all necessary supporting documentation to the Board for Licensing Health Care Facilities (BLHCF) thirty (30) days prior to the next scheduled BLHCF meeting.
2. All licensees and/or potential licensees with discussion items and/or waiver requests for presentation to the BLHCF must consult with the BLHCF administrative staff thirty (30) days prior to items/requests being placed on the agenda.
3. Address your request to Mrs. Ann Rutherford Reed, R.N., Deputy Director, Licensure and Regulation, Health Facilities Commission. You may fax your request to the board's administrative office at (615) 253-8798 or by mail to: 665 Mainstream Drive, 2nd floor, Nashville, TN 37243. You may send by email directly to Mrs. Ann Rutherford Reed at ann.r.reed@tn.gov or Mrs. Wanda E. Hines at wanda.e.hines@tn.gov.

A letter specifying that your request has been accepted and placed on the agenda will be sent to you with the date, time, place, location, and the need of a representative if required to appear before the Board. This letter will be sent to you approximately two (2) weeks prior to the board meeting. If more information is needed, the Department will inform you immediately. **(Please note: If you have not received a letter informing you that your facility has been placed on the board agenda following submission of your request, please contact this office immediately.)**

If you have any questions or concerns regarding the board agenda or meeting, please contact Wanda E. Hines, Board Administrator at (615) 741-7586 or wanda.e.hines@tn.gov.