



PROCEDURES FOR APPLYING FOR INITIAL SERVICE LINE FOR HOSPITALS OR OUTPATIENT DIAGNOSTIC CENTERS

1. Beginning December 1, 2025, NICU, Burn Unit, MRI, and PET service lines must submit a licensure application to the Health Facilities Commission (HFC) followed by the designated fee.

A licensing fee schedule is listed at the end of the application.

2. Please complete the entire application responding to each applicable field. All applications must be signed by an authorized representative. Incomplete or unsigned applications will be returned which may delay the processing of the application.
3. All applications will need to be emailed to hfc.service@tn.gov . An email will be sent to the applicant within two (2) business days of receipt verifying that the application was received.
4. Any hospital seeking to initiate a new NICU/Burn service line that was previously not licensed, or seeks to modify NICU (Level II-IV) or Burn Unit services, must submit architectural plans to Plans review through the online portal at <https://apps.tn.gov/tnhcf/>

If a hospital is modifying an existing NICU/Burn service line (e.g. renovations, increasing a NICU level, or increasing bed capacity), the hospital must submit architectural plans to Plans Review as well.

5. If an initial service is being implemented, after Plans Review has been completed and approved, a Life Safety Inspector will be sent out within ten (10) days. Within thirty (30) to forty-five (45) days, a health licensure surveyor will be sent out to determine approval.
6. If the application is for a new Burn or NICU service, after the Plans Review approval, a HFC surveyor will conduct an on-site review for the initial occupancy approval.
7. If the application involves MRI and/or PET, please review HFC's Medical Equipment Registry to ensure information submitted on the licensure application is consistent with previously submitted data.
8. Upon receipt of the application, HFC staff will review the application for completeness. Once determined to be complete, a service license number will be assigned, and an invoice will be sent to the listed billing contact. The requested license fee will need to be submitted to Health Facilities Commission, following the invoice instructions, by listed due date on the invoice.

9. Once the license fees have been received, a provisional approval letter will be sent to the Administrator. When complete, the application will then be presented to the Commission at the next regularly scheduled Commission meeting for ratification.
 - a. If the Commission ratifies the application, the license certificate will then be created and mailed to the licensee. You should receive the physical license in ten (10) to fourteen (14) days.
 - b. If the Commission does not ratify the initial approval of your application, a letter will be mailed to you providing an explanation and specific instructions as to any actions you may take to have the decision reviewed, at which time this authorization shall cease to be effective.

All applicable laws, rules, policies, and guidelines are available for viewing at <https://www.tn.gov/hfc/division-of-licensure-and-regulation/hfc-licensure/licensure-applications.html>. Please check this website periodically for updates.

Please note the licensure application does not take the place of the HFC Medical Equipment Registry. Medical Equipment Yearly submissions are still required.



**State of Tennessee
Health Facilities Commission**

502 Deaderick Street, Andrew Jackson Building, 9th Floor, Nashville, TN 37243
www.tn.gov/hfc Phone: 615-741-2364 hsda.staff@tn.gov

**INITIAL APPLICATION FOR LICENSE OF SERVICES
FOR HOSPITAL OR OUTPATIENT DIAGNOSTIC CENTER**

1. NAME AND PHYSICAL ADDRESS OF FACILITY OF SERVICE

Provider Type (Check One): Hospital Outpatient Diagnostic Center (ODC)

Indian Path Community Hospital

Name

2000 Brookside Drive

Address

Kingsport

TN

37660

City

State

ZIP

134

License Number:

2. CEO/ADMINISTRATOR OF PROVIDER

Mitch Kennedy

CEO

Name

Title

Mitch.Kennedy@balladhealth.org

Email Address

Indian Path Community Hospital

Company Name-

Hospital Name)

2000 Brookside

Drive

Address

Kingsport

TN

37660

City

State

ZIP

423-857-7100

Phone Number

3. BILLING INFORMATION FOR FACILITY

Mitch Kennedy CEO
Name Title

Mitch.Kennedy@balladhealth.org
Email Address

Indian Path Community Hospital
Company Name-
(So each facility name)

2000 Brookside Drive
Address

Kingsport TN 37660
City State ZIP

423-857-7100
Phone Number

On the following items, check all appropriate services to be licensed.

Have any of the following services been changed since the last occupancy approval or have had a Plans Review related to that service since the last approval? Yes No ---

If yes, what were the changes and date of changes?:

ESTABLISHMENT OF A BURN UNIT:

Physical Address of Service: _____

Number of Beds _____

What Age Group Will Be Served/Licensed?: Pediatric Adult Both

Will the Burn Unit be Verified by ABA?: Yes No (Please attach documentation of verification.)

If no, why:

ESTABLISHING MRI UNIT/SERVICE: *(If more than one unit, use ATTACHMENT – A.)*

Physical Address of Service: 2000 Brookside Drive Kingsport, TN 37660

Name Brand of Unit Phillips

Tesla 1.5

Type (i.e. Close, Short Bore, etc.) Short Bore

Unit's Serial Number 22001

Will the MRI Unit be Accredited?: Yes No

If MRI Unit will be Accredited, is it PENDING ACCREDITED

If ACCREDITED, What Organization? ACR
(Attach certificate or proof of accreditation.)

If no, why:

The MRI unit will be registered with the Health Facilities Commission. Yes No

ESTABLISHING PET UNIT/SERVICE: *(If more than one unit, use ATTACHMENT – A.)*

Physical Address of Service: _____

Name Brand of Unit _____

Type (i.e. PET Only, PET/CT, PET/MRI) _____

Unit's Serial Number _____

Will the PET Unit be Accredited?: Yes No

If PET Unit will be Accredited, is it PENDING ACCREDITED

If ACCREDITED, What Organization? _____
(Attach certificate or proof of accreditation.)

If no, why:

The PET unit will be registered with the Health Facilities Commission. Yes No ESTABLISHING
NEONATAL INTENSIVE CARE UNIT (NICU):

Physical Address of Service: _____

Choose Designation Type: First Time Self Designation/Initial NICU License

Designation at Different Level

What is the Current License
Level of Care? _____

What is the Requested Level? _____

Ownership/Physical Location Change

Number of Beds by Each Level

Level II	_____
Level III	_____
Level III with Surgery	_____
Level IV	_____

Have you been evaluated by AAP?: Yes No
If yes, please provide documentation.

Designate Expiration Date: _____

Neonatal Program Manager

Name Title

Email Address

Phone Number

Neonatal Medical Director

Name Title

Email Address

Phone Number

Pursuant to Tennessee Rule of Civil Procedure 72, I hereby declare under perjury that the information provided in this application is true and correct. Signee for this application certifies that he or she is of responsible character and able to comply with the minimum standards and regulations established by Tennessee pertaining to the type of facility or services for which application for licensure is made and with the rules promulgated under Tennessee Code Annotated §68-11-201 and Rules 0720-.14, 0720-36, and 0720-47 adopted by the Commission effective December 1, 2025. Signee also certifies that a policy has been implemented to inform all employees of their obligation under TCA §71-6-103 to report incidents of abuse or neglect.

Robert M Kennedy 11/24/2025
Signature Date

Robert M Kennedy
Printed Name

Non-Refundable Licensing Fees for Listed Licensed Services

An invoice will be sent to the contact for Billing for total payment of fees.

Burn Unit

Hospital: \$1040

Neonatal Intensive Care Unit (NICU)

Hospital: \$1040

MRI:

Hospital: \$500 per MRI unit
Outpatient Diagnostic Center: Included with ODC License
Physician Office: \$500 per MRI unit

PET:

Hospital: \$500 per MRI unit
Outpatient Diagnostic Center: Included with ODC License
Physician Office: \$500 per MRI unit

(as of December 1, 2025)

Rachel L. Lamascus

From: Borgelt, Brandi <Brandi.Borgelt@balladhealth.org>
Sent: Thursday, December 4, 2025 2:26 PM
To: Rachel L. Lamascus
Cc: Kennedy, Mitch; Kennedy, Susan; Godsey, Andrew
Subject: [EXTERNAL] RE: Quality Service License Application Update

Importance: High

This Message Is From an External Sender

This message came from outside your organization.

Please exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email - STS-Security

Dear Rachel Lamascus,

I have spoken with Strategic Planning regarding the missing information on the application mentioned in the email below. We no longer have a mobile PET going to Indian Path Community Hospital. Please remove it from the application. Please contact me if you have any questions.

Thanks,
Brandi Borgelt



Brandi Borgelt, MBA, RT(R)
Director of Imaging Services
Kingsport Market (HVMC, HVIC, & IPCH)
brandi.borgelt@balladhealth.org
O (423) 224-3507 | F (423) 224-5334

Creativity Caring Honesty Respect Faith

From: Rachel L. Lamascus <Rachel.L.Lamascus@tn.gov>
Sent: Wednesday, December 3, 2025 9:55 AM
To: Kennedy, Mitch <Mitch.Kennedy@balladhealth.org>
Subject: Quality Service License Application Update

Caution: This email originated from outside Ballad Health. **DO NOT click links, open attachments, or reply to the email unless you recognize and/or validate the sender, are expecting the email, and are confident the sender and content are safe.**

Dear Mitch Kennedy,

This is to notify you that your application for a quality license is missing the following information:

- Missing PET Unit/Service information on application page 3

We need this information to continue processing your application. You will have ten (10) days from the date of this email to return the requested information to hfc.service@tn.gov. In the subject line of the email please include the name of your facility/Physician Practice.

If the information is not returned within the allotted time, the processing of your application will be delayed.

Should you have any questions or if I can be of assistance to you, please call me at 615-741-7999 or you may email me at rachel.l.lamascus@tn.gov

Sincerely,

Rachel LaMascus, BSN, RN | NICU RN Quality Initiatives Project Manager

Health Facilities Commission

Andrew Jackson State Office Building, 9th Floor

502 Deaderick Street, Nashville, TN 37243

rachel.l.lamascus@tn.gov

tn.gov/hfc



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AMERICAN COLLEGE OF RADIOLOGY®

Certificate of Accreditation



Indian Path Medical Center

2000 Brookside Dr
Kingsport, Tennessee 37660

was surveyed by the ACR® Committee on MRI
Accreditation of the Commission on Quality and Safety

The following magnet was approved

**Philips Medical Systems Inc.
ACHIEVA 1.5 2008**

for

Body, Head, MSK, Spine

**Accredited from
February 20, 2025 through June 07, 2028**

A handwritten signature in black ink, consisting of several stylized, overlapping strokes.

Chair, Committee ON
MRI Accreditation

A handwritten signature in black ink, reading "David B. Fuson" in a cursive style.

Chair, Commission on
Quality and Safety

Tracie M Stout
Indian Path Medical Center
Attn: Amanda Mckee
2000 Brookside Dr
Kingsport, TN 37660