

WEISMAN CHILDREN'S REHABILITATION HOSPITAL (WCRH)

ADMINISTRATIVE MANUAL

SUBJECT: CHANGES WITHIN THE ORGANIZATION

NO: AM 4.2

EFFECTIVE DATE: 5/5/99

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REVIEWED / REVISED: 04/03; 05/04; 04/05;04/06; 01/07; 02/08; 02/09; 7/10; 8/11; 5/12; 1/13; 1/14; 1/15; 1/16; 1/17; 1/18, 1/19, 1/20, 2/21; 1/24

TJC: ACC-28; Regulatory NJAC 8:43H-3.2; 8:43H-3.9

PURPOSE:

To ensure that there is timely notification to regulatory and accreditation agencies, as appropriate, in the event of significant changes within WCRH.

POLICY:

WCRH shall disclose the ownership of the hospital, the property on which it is located and any significant changes that occur within WCRH to the New Jersey Department of Health and Senior Services and The Joint Commission. Proof of ownership and the names and addresses of members of the Governing Body are on file in the office of the Administrator for any interested party to review.

PROCEDURE:

1. Any proposed change in ownership shall be reported to the Director of the Certificate of Need and Acute Care Licensure Program of the Department in writing at least 30 days prior to the change and in conformance with the requirements for Certificate of Need applications at N.J.A.C. 8:33-3.3.
2. WCRH shall maintain on file in the Administrator's office, the names and addresses of members of the Governing Body. In the event of any changes of membership of the Governing Body, such changes must be available for any interested party to review within 30 days of the change.
3. When significant changes occur within the organization, WCRH must notify the Joint Commission in writing not more than 30 calendar days after such change is made. Information that must be reported includes the following:
 - a. A change in ownership
 - b. A change in location
 - c. A significant increase or decrease in the volume of services
 - d. The addition of a new type of health service or site of care
 - e. The acquisition of a new component
 - f. The deletion of an existing health service or site of care, or
 - g. The deletion of an existing component
4. The Administrator, in consultation with the Governing Body, will decide if an event is significant for reporting purposes.

5. WCRH must notify The Joint Commission in writing if it opens or closes any units or services.
6. Notification to The Joint Commission may be made through the Joint Commission extranet site.

Administrator