



North Carolina Department of Health and Human Services
Division of Health Service Regulation

Pat McCrory
Governor

Aldona Z. Wos, M.D.
Ambassador (Ret.)
Secretary DHHS

Drexdal Pratt
Division Director

July 17, 2013

Christina Jenkins
236 Hospital Drive
Spruce Pine, NC 28777

No Review

Facility or Business: The Hospice and Palliative Care Center of Mitchell County
Project Description: Develop an off-site work station
County: Mitchell
FID #: 953877

Dear Ms. Jenkins:

The Certificate of Need Section (CON Section) received your letter of June 19, 2013 regarding the above referenced proposal. Based on the CON law **in effect on the date of this response to your request**, the proposal described in your correspondence is not governed by, and therefore, does not currently require a certificate of need. However, please note that if the CON law is subsequently amended such that the above referenced proposal would require a certificate of need, this determination does not authorize you to proceed to develop the above referenced proposal when the new law becomes effective.

It should be noted that this determination is binding only for the facts represented by you. Consequently, if changes are made in the project or in the facts provided in your correspondence referenced above, a new determination as to whether a certificate of need is required would need to be made by the Certificate of Need Section. Changes in a project include, but are not limited to: (1) increases in the capital cost; (2) acquisition of medical equipment not included in the original cost estimate; (3) modifications in the design of the project; (4) change in location; and (5) any increase in the number of square feet to be constructed.

Please contact the CON Section if you have any questions. Also, in all future correspondence you should reference the Facility I.D. # (FID) if the facility is licensed.

Sincerely,

Julie Halatek
Project Analyst

Craig R. Smith, Chief
Certificate of Need Section

cc: Medical Facilities Planning Section, DHSR



Certificate of Need Section

www.ncdhhs.gov

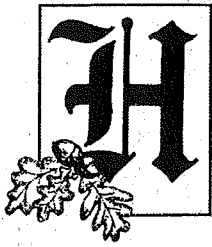
Telephone: 919-855-3873 • Fax: 919-733-8139

Location: Edgerton Building • 809 Ruggles Drive • Raleigh, NC 27603

Mailing Address: 2704 Mail Service Center • Raleigh, NC 27699-2704

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THE HOSPICE AND PALLIATIVE CARE CENTER OF MITCHELL COUNTY

“ A Special Kind of Caring ”

Julie

June 19, 2013

Mr. Craig Smith, Section Chief
Certificate of Need Section
2704 Mail Service Center
Raleigh, NC 27699-2704

Received by
The CON Section
JUN 24 2013

Dear Mr. Smith


The purpose of this letter is to request a no review determination from the CON section for establishment of an off-site workstation. We have located a potential space at 2139 Unit C, Linville Falls Hwy, Newland, N.C. 28657. The space consists one unused office, approximately 16 feet wide by 16 feet long with a shared common space to the adjoining medical office in a three-building office complex.

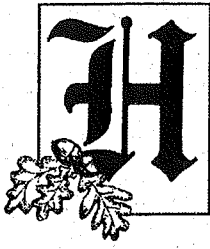
The sole purpose of this select off-site workstation space is to provide an area for a nurse and social worker to complete visit documentation, forms and general paperwork, initiate phone calls and attend to other appropriate duties without having to travel approximately 24 miles (one way) to the main office to attend to these needs. I anticipate the nurse and social worker and on occasion a chaplain spending approximately one to two hours per day in the workstation setting completing tasks in support of hospice patients and families they visit in the southern part of Mitchell County and the western part of Avery County.

The off-site workstation address will not be publicized in any way. The phone service will not be listed as its purpose is for internal use and not to receive incoming calls. No patient charts will be located or maintained at this off-site work station. The only signage will be a small sign consistent with the larger office complex sign to direct delivers and 911 emergency location management. There is no intent for this space to be considered a satellite office with full complement of staff maintaining normal business office hours each day.

We would like to begin use of this workstation on August 1, 2013, if possible. Thank you for your assistance and please contact me if you have any concerns.

Sincerely,


Christina Jenkins
Executive Director



THE HOSPICE AND PALLIATIVE CARE CENTER OF MITCHELL COUNTY

“ A Special Kind of Caring ”

Contact information:

The Hospice and Palliative Care Center of Mitchell County
Christina Jenkins, Executive Director
236 Hospital Drive
Spruce Pine, NC 2877
828-765-5677- phone
828-765-5680- fax

ACTIVITIES CONDUCTED AT THE OFFICE	YES	NO
Storing medical supplies(<i>basic medical supplies for approx. 1 weeks needs for patients</i>)	x	
Storing clerical supplies		x
Desks, tables and chairs (<i>2 desks, 2 desk chairs</i>)	x	
Bookshelves		x
Resource Materials(<i>materials appropriate for nurse/social worker to replenish to carry out to patient and families regarding end of life care needs</i>)	x	
Bathroom (<i>shared with other occupants of building</i>)	x	
Exterior sign with name of agency		x
Mail delivery and pick up		x
Complete patient records or do other paperwork(<i>paperwork only no patient records on premises</i>)	x	
Starting point for calculating mileage reimbursement for employees		x
Doors locked with only employees having keys	x	
Cellular phones that employees carry with them	x	
Laptop computers that employees carry with them	x	
Regular office hours		x
Open to the public		x
Listing of address in telephone or other directory		x
Reporting address or representation as office in licensure report, any directory, promotional materials, internal memos or other documents		x
Telephone line for incoming calls from the public or referral sources		x
Dispatching staff		x
Storing personnel records		x
Storing permanent patient records		x
Billing functions		x
Time clock		x
Staff based out of this location and present with consistent, regular office hours		x
Formal staff meetings		x
Advertising for and hiring of staff to work at this location		x
Base for administrative staff		x
Marketing this location as "a new office" or "new location"		x
Reception area		x