

## **388-97-3660 Offices in new construction**

The nursing home must provide:

**(1)**

Office space convenient to the work area for the administrator, the director of nursing services, medical records staff, social services staff, activities director, and other personnel as appropriate;

**(2)**

Work space for physicians and outside consultants;

**(3)**

Space for locked storage of health records which provides for fire and water protection; and

**(4)**

Space for the safe storage and handling of financial and business records.