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Title 22@ Social Security

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Division 5@ Licensing and Certification of Health Facilities, Home Health Agencies, Clinics, and Referral Agencies

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Chapter 5@ Referral Services

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Article 3@ Administration

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Section 74203@ Plan of Operation

74203 Plan of Operation

(a)

The referral agency shall have a written, definitive plan of operation and policy statement. The plan of operation and the policy statement shall be on file in the agency and available for inspection by a Department representative. These documents shall include the following: (1) Staff qualifications and duty statements for each position. (2) Current schedule of fees, policy on fee setting and policy on refunds. (3) A description of the services performed by the referral agency, including an outline of the criteria used in screening clients to determine the patient's needs. (4) A statement of the criteria for acceptance of clients, including a declaration that the facility is operated on a nondiscriminatory basis. (5) A method of obtaining information on health facilities to which the agency refers clients. Such information shall include any special services offered, specific types of patients admitted and other pertinent information needed to insure the appropriate placement of patients according to their needs.

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