

# ESRD NETWORK 13



Serving Arkansas, Louisiana & Oklahoma Renal Communities

## Guidance for Network Notification of Facility Changes in Status and Personnel

### **PURPOSE:**

The following information is provided as guidance for dialysis and transplant facilities regarding the requirement for notifying the Network of changes in facility status and key personnel for use in case of potential or actual disasters or emergencies and ongoing correspondence.

### **APPLICABILITY:**

All Medicare Certified dialysis and kidney transplant facilities within Network 13 as well as those pending Medicare certification.

### **NETWORK DIRECTIVES:**

- Facility staff should **immediately** notify Network 13 staff of change in facility status that may potentially cause disruption in treatment schedules or has caused disruption of treatment schedules. Examples are cited below:
  - Water issues                      Evacuation for predicted natural disaster
  - Power outage                      Aftermath of natural disaster (thunderstorm, tornado, etc)
  - Lack of RN in facility*              Evacuation for other reason (gas line, toxic chemical leak, etc.)
- Facility staff must notify Network staff **as soon as possible**, *but no later than 24 hours after the onset of any of the above events that require immediate/emergent actions by facility staff.*
- Facility staff should **immediately** notify Network 13 of any change in your facility's Emergency Contact Individual(s) or phone number(s) – your facility's emergency notification tree may be included with or substituted for this information.
- Facility staff must notify the Network office **within two weeks** of any of the following changes:
  - Medicare Facility Information changes
    - Ownership, name and/or provider number
    - Change in number of shifts and/or hours of operation, number of stations
    - Types of dialysis offered
  - Changes in any of the following personnel:
    - Administrator
    - Medical Director
    - Head Nurse/Nurse Manager
    - Social Worker
    - Dietitian
    - Data Contact
    - Facility Representative
- Although not a facility status change, per CMS guidance (KCER H1N1 call 4/27/09) facility staff should notify Network 13 by COB of the following business day of a confirmed case of a CDC reportable pandemic illness (per CMS guidance for that event) as such an event may have the potential to cause a disruption in treatment schedules.

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*Mission Statement: "To assess and improve the quality of care provided to individuals with End Stage Renal Disease."*