

## **PROCEDURES FOR APPEARING BEFORE THE BOARD FOR LICENSING HEALTH CARE FACILITIES**

The Board for Licensing Health Care Facilities meets four (4) times a year in February, April, June, and October of each calendar year. The board meetings are held at 665 Mainstream Drive, First Floor, Nashville, TN 37243. (For Overnight/Express Delivery or driving directions search utilize zip code 37228.) Facilities who want to pursue an appearance before the Board must complete the following steps to appear before the Board for Licensing Health Care Facilities.

1. All requests must be submitted to the Health Care Facilities office explaining in detail what type of waiver request, consent calendar request, etc. you are seeking for your facility (include any architectural drawing if necessary);
2. The written request must be received in the board's administrative office two (2) weeks prior to the scheduled board meeting date with any/all supporting documentation sufficient for the board to make an informed decision on the request;
3. Address your request to Mrs. Ann Rutherford Reed, R.N., Director of the Board for Licensing Health Care Facilities. You may fax your request to the board's administrative office at (615) 253-8798 or by mail to: 665 Mainstream Drive, 2<sup>nd</sup> floor, Nashville, TN 37243. You may send by email directly to Mrs. Ann Rutherford Reed at [ann.r.reed@tn.gov](mailto:ann.r.reed@tn.gov) or Ms. Wanda E. Hines at [wanda.e.hines@tn.gov](mailto:wanda.e.hines@tn.gov).

A letter specifying that your request has been accepted and placed on the agenda will be sent to you with the date, time, place, location, and the need of a representative if required to appear before the Board. This letter will be sent to you approximately two (2) weeks prior to the board meeting. If more information is needed, the Department will inform you immediately. **(Please note: If you have not received a letter informing you that your facility has been placed on the board agenda following submission of your request, please contact this office immediately.)**

If you have any questions or concerns regarding the board agenda or meeting, please contact Wanda E. Hines, Board Administrator at (615) 741-7586 or [wanda.e.hines@tn.gov](mailto:wanda.e.hines@tn.gov).