**COVID-19 Notification Form for a Temporary Increase in Licensed Bed Capacity or the Temporary Suspension of Services by a Hospital or an Outpatient Surgical Facility (OSF)**

Pursuant to Governor Ned Lamont’s Executive Order 7b, the Executive Director of the Office of Health Strategy (OHS) has authorized Connecticut hospitals and outpatient surgical facilities licensed by the Department of Public Health to submit notification of a temporary increase in licensed bed capacity or for the temporary suspension of services to OHS rather than file a COVID-19 Waiver Form.[[1]](#footnote-1)

This completed form *must be filed electronically* mailed to [Micheala.Mitchell@ct.gov](mailto:Micheala.Mitchell@ct.gov) and [Brian.Carney@ct.gov](mailto:Brian.Carney@ct.gov) prior to the implementation of any temporary bed increase and/or suspension of service(s).

**Please complete the following:**

|  |  |
| --- | --- |
| Provider Name & Address: |  |
| Current Licensed Bed Capacity |  |
| Proposed Licensed Bed Capacity |  |
| Date for Implementation of Increased Bed  Capacity |  |
| Description of Where Beds will be Located and How They Will Be Used |  |
| Number of Operating Rooms  (OSFs only) |  |
| Identification of Service(s) and Service Location(s) that will be Temporarily Suspended  In Order to Diagnose and Treat COVID-19 Patients. |  |

Person completing the form:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

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Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

1. Increases in licensed bed capacity or the suspension of service(s) by a hospital or an OSF that are triggered by the COVID-19 pandemic shall only be effective during the pendency of the public health emergency declared by Governor Ned Lamont on March 10, 2020. Thereafter, any hospital our outpatient surgical facility wishing to retain the additional licensed beds and/or to terminate a service, must file a CON application consistent with the established statutory and regulatory CON requirements. [↑](#footnote-ref-1)