

STATE OF MICHIGAN

Department of Licensing and Regulatory Affairs
Bureau of Survey and Certification

Acute Care Hospital Conversion to a Critical Access Hospital (CAH) Checklist

1. The hospital must submit a CMS 855A to the Medicare Administrative Contractor (MAC). Once the recommendation letter is received from the MAC, a copy of the letter must be included with the other documents listed below.
2. The hospital must demonstrate that they meet the distance requirements and location requirements found at 42 CFR §485.610 and noted below.
 - a. Hospital is located outside any area that is a Metropolitan Statistical Area or has been recognized as urban, or:
 - b. The hospital is located more than 35 miles on primary roads or 15 miles if mountainous terrain or secondary roads from another hospital or CAH.
 - i. Primary road of travel is defined as:
 1. A numbered federal highway, including interstates, expressways, or any other federal highway with 2 or more lanes each way; or
 2. A numbered state highway with 2 or more lanes each way.
 - c. The hospital may include information from the Michigan Department of Transportation regarding the roadways and routes to get from the hospital to any other hospital or CAH in the area.
3. Submit all documents to LARA-BSCSupport@michigan.gov for review by the Bureau of Survey and Certification (BSC). Once approved by BSC, the documents will be submitted to the CMS Chicago Location for review and final determination.

Additional Provider Information:

- Only provider-based locations that are part of the hospital seeking CAH conversions are included as part of the mileage requirement. Each of those locations must meet the distance requirements from the main campus of another hospital or CAH in the area. The hospital will also need to demonstrate that their provider-based locations are also at least 35 miles away from another hospital or CAH, or at least 15 miles away if only secondary roads are available.
- The hospital must operate not more than 25 inpatient beds with an average length of stay of 96 hours or less per patient for acute inpatient care.
- The hospital may also provide services in a maximum 10-bed psychiatric distinct part unit (DPU) and/or a maximum 10-bed rehabilitation DPU. These units are exempt from the 25-bed limit and are not used to compute the facility annual average inpatient length of stay.