Hospital Closure Checklist Template

Hospital Closure Checklist:

Closure Preparation:

[ ] Notify Regulatory Authorities: Inform relevant regulatory bodies about the closure and seek necessary approvals.

[ ] Patient Notifications: Communicate closure details to patients with scheduled appointments and procedures.

[ ] Secure Patient Records: Safely store patient records in compliance with data protection regulations.

[ ] Medication Management: Properly dispose of or transfer medications as per legal and safety guidelines.

Equipment and Supplies:

[ ] Inventory Check: Conduct a comprehensive inventory of medical equipment, supplies, and assets.

[ ] Equipment Storage: Safely store and label equipment for preservation during closure.

[ ] Medication Disposal: Follow proper procedures for disposing of medications that can't be transferred.

Facility Shutdown:

[ ] Utilities Check: Coordinate with utility providers to manage electricity, water, HVAC, and other essential services.

[ ] Security Measures: Implement security protocols to safeguard the facility and equipment.

[ ] Shutting Down IT Systems: Ensure IT systems are safely shut down or transferred to alternative locations.

Financial and Administrative Tasks:

[ ] Payroll and Benefits: Manage final payrolls, benefits, and provide necessary information to employees.

[ ] Billing and Accounts Receivable: Address pending invoices and payments, ensuring proper financial closure.

[ ] Notify Insurance Providers: Inform insurance providers about the temporary closure and address any necessary adjustments.

Regulatory Compliance:

[ ] License and Permit Updates: Update or suspend licenses and permits as required by local regulations.
[ ] Compliance Documentation: Prepare and organize compliance documents for review by regulatory bodies.
[ ] Emergency Response Plan: Maintain a skeleton emergency response team and clear emergency protocols.

Communication:

[ ] Stakeholder Communication: Communicate the closure to staff, patients, vendors, and stakeholders.
[ ] Public Announcement: If necessary, make a public announcement regarding the temporary closure.
[ ] Contact Information: Provide contact details for inquiries during the closure period.

Reopening Plan:

[ ] Reopening Strategy: Develop a plan for the eventual reopening or relocation of the hospital.
[ ] Operational Readiness: Ensure all essential resources are prepared for reopening, including staff, equipment, and supplies.

Documentation and Reporting:

[ ] Document Closure Process: Maintain detailed records of closure activities and decisions made.
[ ] Regulatory Reports: Prepare required reports for regulatory authorities about the closure process.

connecteam

This Hospital Closure Checklist Template was created be Connecteam - the easiest way to manage your employees in one place