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.

This Hospital Closure Checklist Template was created by Connecteam - the easiest way to manage your employees in one place
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:
[ ] Regulatory Reports: Prepare required reports for regulatory authorities about the closure process.