

LAC+USC MEDICAL CENTER POLICY

Subject: DEFICIENCIES/PLAN OF CORRECTION – CMS/CDPH		Original Issue Date: 4/1/03	Policy # 105
		Supersedes: 12/24/19	Effective Date: 3/29/23
Policy Owner(s): Director, Office of Regulatory Affairs Executive Sponsor(s): Chief Quality Officer			
Departments Consulted: Hospital Administration Quality Improvement Office of Regulatory Affairs	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Officer	Approved by: (Signature on File) Chief Quality Officer (Signature of File) Chief Executive Officer	

PURPOSE

To establish an organized method for processing “Statement of Deficiencies and Plan of Correction” (HCFA-2567) forms that are received by the Medical Center from the Centers for Medicare and Medicaid Services (CMS), and the California Department of Public Health (CDPH), Licensing and Certification Program.

POLICY

The Office of Regulatory Affairs (ORA) is responsible for receiving all “Statement of Deficiencies and Plan of Correction” (HCFA-2567) forms received by the Medical Center from CMS/CDPH and coordinating an appropriate responding Plan of Correction within ten (10) business days for the Chief Executive Officer’s signature.

PROCEDURE

Deficiencies/Plan of Correction Document Maintenance

All “Statement of Deficiencies and Plan of Correction” (HCFA-2567) forms received by the Medical Center and associated support documentation shall be maintained by the ORA for the required retention period.

Deficiencies/Plan of Correction Process

- All “Statement of Deficiencies and Plan of Correction” (HCFA-2567) forms received by the Medical Center shall be provided to the ORA for prompt processing.
- The ORA will provide a copy of the “Statement of Deficiencies and Plan of Correction” (HCFA-2567) forms to the appropriate Medical Center Department/Area cited in the deficiency with a request for a written provider’s plan of correction (response due back to ORA within five (5) business days).
- The responding provider’s written plan of correction and cover letter to CDPH will be provided to the Chief Quality Officer or his/her designee for approval prior to submission to the Chief Executive Officer for signature.

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- The signed original cover letter and signed original “Statement of Deficiencies and Plan of Correction” (H-2567) form(s) will be mailed to the sending CMS/CDPH, Licensing and Certification Program. A copy of these documents will also be provided to the cited area and a file copy will be maintained by the ORA.

Reports

The ORA will maintain a listing with complaint numbers of all deficiencies and plan of corrections for ORA Workload Reports and inclusion in the Medical Center Governing Body Report.

RESPONSIBILITY

Office of Regulatory Affairs
Chief Quality Officer
Chief Executive Officer
Department Heads

REFERENCES

California Code of Regulations, Article 2, Section 70101 (e)

REVISION DATES

August 23, 2006; October 15, 2008; February 11, 2014; January 10, 2017; December 24, 2019, March 29, 2023