



STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
HEALTH DIVISION
BUREAU OF LICENSURE AND CERTIFICATION

Over Census Reporting Obligations

Nevada Administrative Code (NAC) 449.310(1) states:

A hospital shall not have more patients than the number of beds for which is it licensed, except in emergencies. If there is an emergency, the hospital shall notify the Bureau.

This mandatory report must be submitted in writing and include:

- Name of reporting hospital.
- Date(s) the hospital exceeded its licensed bed capacity.
- Maximum census on each of those dates.
- A description of the circumstances necessitating the emergency admission of patients in excess of the licensed bed capacity.
- Steps taken by the hospital to mitigate the emergency conditions (such as cancellation of elective surgeries, transfer of patients to other facilities, etc.).
- Staffing modifications to accommodate the additional patients, in accordance with the hospital's acuity based staffing protocols.
- Physical plant modifications made to meet the medical and privacy needs of the patients.
- Accommodations made to assure the patient could summon staff for assistance.

The report is to be filed by the Monday following any week in which the facility exceeds its licensed bed capacity. The written report should be directed to:

Northern Nevada

Diane Allen, HFS IV
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1550 E. College Pkwy., Ste. 158
Carson City, NV 89706

Phone 775-687-4475 ext. 248

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Southern Nevada

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