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**IDAPA 16  
TITLE 02  
CHAPTER 28**

**16.02.28 - REGISTRATION OF FREE MEDICAL CLINICS**

**000. LEGAL AUTHORITY.**

Title 39, Chapter 77, Idaho Code grants to the Department of Health and Welfare the authority to register free medical clinics. (7-1-99)

**001. TITLE AND SCOPE.**

**01. Title.** These rules shall be known as the Idaho Department of Health and Welfare Rules, IDAPA 16, Title 02, Chapter 28, "Registration of Free Medical Clinics". (7-1-99)

**02. Scope.** These rules govern the methods and procedures for registration, maintenance of registered status and revocation as contemplated by Title 39, Chapter 77, Idaho Code. (7-1-99)

**002. WRITTEN INTERPRETATIONS.**

For written interpretations write to Vital Statistics, Division of Health, Department of Health and Welfare, P.O. Box 83720, Boise, Idaho 83720-0036. (7-1-99)

**003. ADMINISTRATIVE APPEALS.**

Contested case appeals shall be governed by Idaho Department of Health and Welfare Rules, IDAPA 16.05.03.000, et seq., "Rules Governing Contested Cases and Declaratory Rulings". (7-1-99)

**004. DEFINITIONS.**

**01. Department.** Shall mean the Idaho Department of Health and Welfare. (7-1-99)

**02. Presumption.** Unless otherwise defined in these rules or required by the context, terms used in these rules shall have the same meaning as provided in Section 39-7702, Idaho Code. (7-1-99)

**03. Registrar.** Shall have the definition set forth in Section 39-241, Idaho Code. (7-1-99)

**005. -- 051. (RESERVED).**

**052. REGISTRATION OF FREE MEDICAL CLINICS.**

**01. Registration.** Free medical clinics may register with the Department of Health and Welfare by complying with the procedures set forth in these rules. (7-1-99)

**02. Form.** Applications for registration as a free medical clinic shall be submitted on a form designated and provided by the Department. Forms may be obtained without cost from the registrar of Vital Statistics. (7-1-99)

**03. Registration Fee.** The fee for registration shall be fifty dollars (\$50). No application for registration shall be accepted by the Department unless accompanied by the required registration fee. (7-1-99)

**04. Submission.** Applications for registration shall be submitted to the registrar of Vital Statistics. (7-1-99)

**05. Letter Of Registration.** The Department shall review applications for registration and confirm that all required information has been provided. No application shall be accepted unless all blanks are completed or the absence of information is explained to the satisfaction of the registrar. Upon approval by the Department, the registrar will issue a letter acknowledging registration of the free medical clinic. (7-1-99)

**06. Effectiveness.** Registrations shall be effective as of the date the complete application for registration was approved and signed by the registrar. (7-1-99)

**053. MAINTENANCE OF REGISTRATION.**

No renewal of registration shall be required. However, it shall be the duty of the free medical clinic to promptly correct or update any information provided for registration purposes should it be determined that such information has changed or is inaccurate. Failure to promptly correct or update information shall be grounds for revocation. (7-1-99)

**054. PROOF OF COMPLIANCE.**

**01. Application Information.** Free medical clinics shall promptly provide documentation of any information contained in the application for registration upon request by the Department. (7-1-99)

**02. Statutorily Required Records.** Free medical clinics shall promptly furnish those records it is required to keep pursuant to Section 39-7704, Idaho Code, upon request by the Department. (7-1-99)

**03. Failure To Provide Records.** Failure to promptly provide the records and documentation required by this section shall be grounds for revocation. (7-1-99)

**055. REVOCATION.**

**01. Grounds For Revocation.** Registration of a free medical clinic may be revoked by the Department for: (7-1-99)

**a.** Violation of the requirements of Section 39-7705, Idaho Code or these rules; (7-1-99)

**b.** Providing incomplete, false, inaccurate or misleading information in the application for registration or in response to a request for records or documentation by the Department; (7-1-99)

**c.** Failing to promptly provide the records or documentation required by these rules. (7-1-99)

**02. Who May Report Violation.** Any person may report circumstances providing grounds for revocation to the Department. (7-1-99)

**03. Application Pending Revocation.** No application for a new registration shall be accepted from a free medical clinic while a proceeding for revocation of an existing registration is pending. (7-1-99)

**04. Reinstatement.** There shall be no reinstatement of a revoked registration. However, this provision shall not prevent a free medical clinic from making application for a new registration after revocation proceedings have been completed and become final. (7-1-99)

**056. -- 995. (RESERVED).**

**996. CONFIDENTIALITY.**

Information required for registration pursuant to Section 39-7704(1), Idaho Code, shall be available for public inspection. Information acquired in the course of an investigation or proceeding relating to the revocation of any registration issued pursuant to these rules shall remain confidential until the agency's action becomes final and thereafter may be subject to disclosure as provided in Idaho Department of Health and Welfare Rules, IDAPA 16.05.01.000, et seq., "Rules Governing the Protection and Disclosure of Department Records". (7-1-99)

**997. -- 999. (RESERVED).**

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