

From: [WA Department of Health](#)
To:
Subject: Certificate of Need – Submitting Documentation
Date: Thursday, May 6, 2021 8:49:37 AM

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Good morning Providers,

It has been brought to our attention the CN Program has not broadly communicated an important change in our acceptance and processing of document submissions over the last year.

Bottom Line:

Any documents to be submitted to the CN Program with a deadline may be submitted by attaching a pdf to an email. The CN Program must receive the e-mail with the pdf no later than 11:59pm on the due date. Submissions received by this time will be considered timely. Additionally, payment tracking must demonstrate that payment was sent out by 11:59pm on the due date.

Background:

Since the beginning of the COVID-19 pandemic, the CN Program has been working remotely. This has required us to change how we accept and process applications and associated documents along the review process. We no longer require physical copies of any documents (aside from payment) and now accept electronic submissions. These documents must be received no later than 11:59pm on the due date.

Because the CN Program is not currently able to accept electronic payments, all payments must continue to be received by check at our office. However, we have developed a way to ensure payments are received timely. We ask that all applicants send their payments using a service that provides a tracking number (i.e. USPS, FedEx, UPS, etc.). Please send tracking numbers to fslcon@doh.wa.gov (with reference to the related submission) and we will monitor them until the payment arrives. This also provides evidence that an applicant attempted to submit payment prior to 11:59pm on the due date.

While we have explained this change to numerous applicants and consultants over the last year, we concede that we have not yet sent out broad communication on this matter. This communication is intended to correct that oversight.

Thank you,

Certificate of Need Program

Community Health Systems | Health Systems and Quality Assurance
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