



OMB No.: 0915-0285. Expiration Date: 9/30/2016

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration FORM 1C – DOCUMENTS ON FILE	FOR HRSA USE ONLY	
	LAL Number	Application Tracking Number
Note: Example date formats for use on this form are 01/15/2016, First Monday of every April, and bi-monthly (last rev 01/16).		
Need	Date of Latest Review/Revision (maximum 100 characters)	
Needs Assessment (Program Requirement 1)		
Management and Finance	Date of Latest Review/Revision (maximum 100 characters)	
Personnel Policies and/or Procedures, including related Conflict of Interest Provisions (Program Requirements 3, 9, 17, and 19)		
Data Collection and Management Information Systems (Clinical and Financial) Policies and Procedures (Program Requirements 8 and 15)		
Billing, Credit and Collection Policies and Procedures (Program Requirement 13 and Policy Information Notice 2014-02 - http://bphc.hrsa.gov/programrequirements/policies/pin201402.html)		
Procurement Policies and/or Procedures, including related Conflict of Interest Provisions (Program Requirements 10, 12, and 19 and Uniform Guidance 2 CFR 200 as codified by HHS at 45 CFR 75 (http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl))		
Emergency Preparedness and Management Plan (Policy Information Notice 2007-15 – http://bphc.hrsa.gov/about/pin200715expectations.html)		
Fee Schedule/Schedule of Charges (Program Requirements 7 and 13)		
Sliding Fee Discount Program Policies and Procedures (Program Requirement 7)		
Financial Management/Accounting and Internal Control Policies and/or Procedures (Program Requirements 10 and 12)		
Services	Date of Latest Review/Revision (maximum 100 characters)	
HIPAA-Compliant Patient Confidentiality Policies and Procedures (Program Requirement 8)		
Clinical Protocols/Clinical Care Policies and/or Procedures (Program Requirements 2 and 8)		
Patient Grievance Policies and Procedures (Program Requirements 8 and 17)		

Quality Improvement and Quality Assurance Plan, including Incident Reporting System and Risk Management Policies (Program Requirement 8)	
Malpractice Coverage Plan (Program Requirement 8)	
Credentialing and Privileging Policies and Procedures (Program Requirement 3 and Policy Information Notices 2001-16 – http://bphc.hrsa.gov/programrequirements/policies/pin200116.html and 2002-22 – http://bphc.hrsa.gov/programrequirements/policies/pin200222.html)	
After-Hours Coverage Policies and/or Procedures (Program Requirements 4 and 5)	
Hospital Admitting Privileges Documentation (Program Requirement 6)	
Governance	Date of Latest Review/Revision (maximum 100 characters)
Organizational/Board Bylaws, including Board Authority, Composition, and Conflict of Interest Policies and Procedures (Program Requirements 17,18, and 19 and Policy Information Notice 2014-01 - http://bphc.hrsa.gov/programrequirements/policies/pin201401.html)	
Co-Applicant Agreement, if a public organization (Program Requirement 17 and Policy Information Notice 2014-01 - http://bphc.hrsa.gov/programrequirements/policies/pin201401.html)	

Public Burden Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0915-0285. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14N-39, Rockville, Maryland, 20857.

Instructions for Form 1C: Documents on File

This form provides a summary of documents that support the implementation of [Health Center Program requirements](#) and key areas of health center operations. It does not provide an exhaustive list of all types of health center documents (e.g., policies and procedures, protocols, legal documents). Provide the date that each document was last reviewed and, if appropriate, revised. Reference the Health Center Program requirements for detailed information about each requirement.

Keep these documents on file. **DO NOT** submit these documents with the application.

Note: Beyond [Health Center Program requirements](#), other federal and state requirements may apply. You are encouraged to seek legal advice from your own counsel to ensure that organizational documents accurately reflect all applicable requirements. For example, if your organization receives any federal funding, you are required to have the necessary policies, procedures, and financial controls in place to ensure that you comply with all federal funding requirements and prohibitions such as lobbying, gun control, abortion, etc. The effectiveness of these policies, procedures, and controls may be subject to audit.