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JEFFREY A. BROWN
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TO: Ambulatory Care Facilities Licensed Pursuant to N.J.A.C. 8:43A
Ambulatory Surgical Centers

FROM: Michael J. Kennedy, J.D. *NJC*
Executive Director, Division of Certificate of Need and Licensing

DATE: June 16, 2025

RE: Required Reporting of Medical Directors Pursuant to N.J.S.A. 26:2H-12(k)

This memorandum is to advise Ambulatory Surgical Centers (ASCs) that the Department of Health (Department) requires ASCs to report the name of the facility's medical director, physician director, and physician director of anesthesia, as applicable, annually and within 30 days of any change in a director, pursuant to N.J.S.A. 26:2H-12(k) (the Act).

N.J.S.A. 26:2H-12 Operation, requirements for certain health care facilities; application for license; fee, subsection (k) reads as follows:

k. An ambulatory care facility licensed to provide surgical and related services and a surgical practice shall:

...

(2) annually report to the department the name of the facility's medical director, physician director, and physician director of anesthesia, as applicable, and the director of nursing services. The facility shall notify the department if there is any change in a named director within 30 days of the change of the director.

On or before **July 15, 2025**, ASCs must submit this information to the Department via email at AcuteCare@doh.nj.gov.

Finally, please note that the Department intends to amend N.J.A.C. 8:43A through the administrative rulemaking process to incorporate the requirements of the Act. Any questions regarding this memo may be directed to Stephanie-Rose Orlando at Stephanierose.Orlando@doh.nj.gov.