

2011 Hillsborough County Pain Management Clinic Licensing

Important Information

All pain management clinics currently licensed by Hillsborough County must apply for a 2011 license prior to June 15, 2011 at 5 p.m. if the clinic wishes to remain open and operating. All 2010 licenses will expire on June 15, 2011. The Pain Management Clinic Ordinance number 10-8E, as amended, **does not apply to pain management clinics that operate within the City of Tampa**. This county ordinance **does** apply to those Pain Management Clinics that operate in unincorporated Hillsborough County, and the cities of Temple Terrace and Plant City.

The “2011 Application For Pain Management Clinic License” must be completed online at www.hillsboroughcounty.org/consumerprotection/pml/

Once the application is completed by typing in all of the applicable information that is required, the applicant shall print out the completed application, sign and notarize the appropriate sections, and return the completed and signed application with all of the required documents to the:

Consumer Protection Agency, 1101 E. 139th Ave., Tampa, FL 33613.

- **Pain Management Clinic Ordinance** – Read and review “Pain Management Clinic Ordinance” number 10-8E, *as amended*. It is highly recommended the owner, as well as all persons associated with the management or operation of the clinic be responsible for reading and understanding the information that is provided in this ordinance. The ordinance has been amended by the Board of County Commissioners on several occasions and the links to these amendments have been posted to the website listed above. A compilation of the original ordinance and the amendments will also be posted to the website.
- **Application Fees** – Each application for a pain management clinic license shall be accompanied by a nonrefundable application fee in the amount of \$1,500. The application fee is in addition to the \$1,500 annual license fee once the application is approved. Checks/money orders are to be made payable to **Hillsborough County Board of County Commissioners**. Cash and credit cards will NOT be accepted. If the application is submitted without the application fee, the application will be denied. If the payment of the application fee or license fee is invalid or uncollectible for any reason, the application will be denied.
- **Designation of Physician** – The clinic will be responsible for the designation of a physician who will be responsible for complying with all requirements related to the registration and operation of the clinic. The designated physician must have a full, active, and unencumbered license under Florida Statutes Chapters 456 or 459 and shall practice at the clinic location for which the physician has assumed responsibility. Within ten (10) days after termination or absence of a designated physician, the clinic must notify the Consumer Protection Agency of the identity of another designated physician for the clinic or forfeit the clinic’s license.
- **Business Tax Receipt** – Each clinic is required to apply for and provide a copy of a valid business tax receipt pursuant to Florida Statutes Chapter 205. The business tax receipt must be issued by the Hillsborough County Tax Collector and be current at all times.
- **Property Owner** – In “Section C” of the application if the property owner is different than the clinic owner, the applicant must submit the property owner’s name, address, telephone number and a copy of a Florida driver’s license or a government issued photo I.D. If the property owner is not an individual (i.e. corporate or business entity), the clinic shall provide a copy of the corporate printout from the Department of State web site www.sunbiz.org

- **List of Employees/FDLE Backgrounds** – “Section I” of the application must be used to list all employees. The applicant must submit a list of all persons associated with the management or operation of the clinic, whether paid or unpaid, part-time or full time, including all contract labor and independent contractors. This list includes, but is not limited, to all owners, operators, employees and volunteers. For the persons listed, the following information must be provided:
 - The person’s title
 - A current home address, telephone number and date of birth
 - A list of all criminal convictions whether misdemeanor or felony

FDLE requires a new fingerprint card for background checks, regardless if one was provided previously. Fingerprint cards can be obtained at the Consumer Protection Agency located at 1101 E 139th Ave Tampa, FL 33613, or the Florida Department of Law Enforcement Tampa Bay Regional Operations Center located at 4211 N Lois Ave Tampa, FL 33614.

- **Floor Plan** – The applicant must include with the application, a floor plan of the pain management clinic showing the location and size of the waiting area, location and size of the patient rooms and location of any type of diagnostic equipment. In addition, if any controlled substances are dispensed at the site or are stored at the site, the location and method of security for said controlled substances must be declared on the floor plan.
- **Hours of Operation** - The hours of operation of the pain management clinic shall be limited to 7:00 a.m. to 9:00 p.m., Monday through Saturday.
- **Inspections** – Any time the clinic is open or occupied, the clinic must allow for inspections by a code enforcement officer, law enforcement officer, or any other person authorized to enforce ordinance violations in Hillsborough County. Failure to do so will result in license denial or revocation.
- **Sworn and Notarized Statement** – The applicant must provide a sworn and notarized statement from both the designated physician and the clinic owner attesting to the veracity and accuracy of the information provided in the application.

The applicant is responsible for forwarding all of the required forms to Hillsborough County Consumer Protection Agency, 1101 E. 139th Ave., Tampa, FL 33613. If the application for a pain management license is not properly completed, at the sole discretion of the Department, the Department shall notify the designated contact person listed in the application. A corrected or revised application must be received by the Department within fifteen (15) business days of the receipt of the deficiency notice from the Department in order to avoid assessment of another application fee. Failure to timely respond within fifteen (15) days shall result in the denial of the application as incomplete. A new application must then be submitted that is accompanied by the full nonrefundable application fee, in order to request a license.