



STATE OF TENNESSEE
DEPARTMENT OF HEALTH

January 25, 2021

LETTER OF INFORMATION

To: Administrators of all licensed Outpatient Diagnostic Centers

We are pleased to provide your facility with an Excel program for entering data into the Joint Annual Report (JAR). Per Tennessee Code Annotated 68-1-119, Rule 1200-8-35-11, “The Joint Annual Report of Outpatient Diagnostic Centers shall be filed with the Department of Health.”

The JAR form in an Excel format, a manual for completing this form, and a “Tips to Avoid Common Errors” sheet can be found at <https://www.tn.gov/content/tn/health/health-program-areas/statistics/health-data/jar/jar-odc.html>

It is recommended that you read and print these documents before completing your report. The “Tips to Avoid Common Errors” document is also located as a tab on the excel file for your reference.

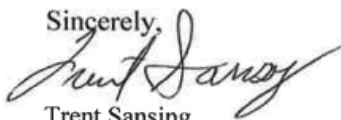
***The Excel file must be saved and renamed with the facility’s State ID and Name.**
(Renaming example: 00000_ABC Center)

****Once the Excel file is complete, facilities should check the ERROR tab and resolve any problems before submitting. Files submitted incorrectly will be returned for correction.**

Please note that all facilities are requested to report for the period January 1, 2020 through December 31, 2020. All information submitted should be **complete and accurate** so that the compiled data will be useful for the legislature, the public, and this department for statistical analyses and health planning processes. Reports that are not completed in their entirety will be rejected and deficiencies may be issue. The reports are due back to our office by **3/19/2021**. Any facility that fails to report its data may be issued deficiencies.

Please submit this electronic form upon completion as an attachment in email to: JARODC.Health@tn.gov. If you have any questions concerning the report or have difficulties accessing the website, please contact Cheryl Hines at (615) 532-7888 or by email Cheryl.Hines@tn.gov.

Thank you for the work you do in providing this required data and for all you do for the health and well-being of Tennesseans. We truly appreciate your cooperation.

Sincerely,


Trent Sansing,
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