



## **MOBILE OPTOMETRY UNIT PERMIT REQUIREMENTS AND APPLICATION PROCESS OVERVIEW**

### **MOBILE UNIT REQUIREMENTS**

A mobile unit is permitted to operate in South Carolina if the following requirements are met:

1. A South Carolina licensed optometrist, in good standing, is listed as the responsible party.
2. Visitation and providing of services are limited to:
  - licensed health care facilities within SC; or
  - Title I public schools as part of a not-for-profit program.
3. Proof of mobile unit registration with the SC Department of Motor Vehicles.
4. Proof of:
  - registration with the Secretary of State authorizing the entity to do business in SC; or
  - not-for-profit status.
5. Passing of inspection by LLR assigned inspectors.

### **APPLICATION PROCESS**

Your application is good for one (1) year from the date of receipt. If all required information is not received within this one (1) year period, you must begin the application process from the beginning. This includes, but is not limited to, the application fee, proof of ownership, license verifications, etc.

1. **Application** – In addition to a completed application, the following must also be submitted:
  - a. **Application Fee:** \$175 application fee must be submitted in order to process the application. (Fees are non-refundable and non-transferable) A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.
  - b. **Identification:** Copy of the operator's valid Driver's License, State-Issued ID, or Passport
  - c. **Proof of Ownership:**
    - **Mobile Unit:** Proof of Registration with the SC Department of Motor Vehicles; and
    - **Business Registration:** Registration from the Secretary of State; or
    - **Not-for-Profit Status:** submit one of the following:
      - A copy of S.C. Registration as required by S.C. Code of Law Title 33, Chapter 56; or
      - Registration Exemption Letter issued from the Secretary of State's Office in accordance with S.C. Code of Law § 33-56-50(C).
  - d. **Proposed Location List:** A listing of proposed locations where the mobile unit is to be provided in accordance with S.C. Code of Law § 40-37-320(B).
  - e. **Licensee List:** The name and license number of all licensed personnel providing services in the mobile unit.
  - f. **Emergency Follow-Up Care:** A copy of the procedure for emergency or follow-up care for patients treated must be submitted. The plan is to be kept where services are being provided. See S.C. Code of Law §40-37-320(B)(5)(b).
  - g. **Consent Form and Patient Information Sheet:** A copy of the consent form utilized when services are rendered to minors and patient information sheet as outline in S.C. Code of Law §40-37-320(B)(5).

**2. Inspection:** All mobile units must pass inspection prior to permit issuance:

- a. Once a permit application is approved, inspectors will be notified and will be contact the listed operator to schedule an inspection. Failure to pass the initial inspection will result in a re-inspection within thirty (30) days. Applicants who fail to pass the second inspection for non-compliance or exceeding thirty (30) days, or require multiple rescheduling of an inspection greater than three (3) times will be charged at a rate of \$75 per hour (including travel time) for each subsequent inspection.
- b. All mobile units must meet the requirements as outlined in S.C. Code of Laws §40-37-320(B). Mobile units shall be re-inspected annually upon renewal of permit.

Mobile Units must:

- a. Comply with all applicable federal, state and local laws, regulation and ordinances dealing with flammability, construction, sanitation, zoning, infectious waste management, universal precautions, OSHA guidelines, access by persons with disabilities as required by state and federal law and the CDC. Included by not limited to:
  - Necessary equipment to provide services to disabled persons;
  - Properly functioning sterilization system;
  - Ready access to adequate supply of potable water, including hot water;
  - Ready access to toilet facilities; and
  - Carbon monoxide detection devices installed and in proper working order.
- c. Upon a passed inspection, the board office will mail a copy of the mobile unit permit and copies license for listed personnel. Per S.C. Code of Law §40-37-320(B)(8)(d) and S.C. Code of Law §40-38-350(A), each individual providing optometric or opticianry services in a mobile dental facility must display a copy of their license.