

Hospital-Wide Manual

Section One – Policy and Procedures	
Policy Number	Policy/Procedure
101	Organization Plan of Care/Mission & Vision/Philosophy Statement/Strategic Plan
102	Organizational Chart/Committee Assignments
103	Equal Employment Opportunity
104	Capitalization Policy Regarding Fixed Assets
105	Confidentiality Policy
106	Corporate Compliance Plan
107	Compliance Code of Conduct and Ethics
108	Health Care Professionals Moral Prerogatives/Limits – Staff Rights
109	Smoke Free Policy
110	Work Practice Controls (OSHA)
111	Workplace Violence Prevention Plan/Incident Form
112	Continuous Quality Improvement Plan
113	Information Management Plan
114	Utilization Review Plan
115	Infection Control Program
116	Incident Disclosure Policy
117	Incident Reporting
118	Sentinel Events and Root Cause Analysis
119	Patient & Family Right to Present Complaints
120	Patient's Bill of Rights
121	Patient Self Determination
122	Patient & Family Education
123	Family Involvement in the Care of the Pediatric Patient
124	In Patient Census Monitoring
125	Restraint and Seclusion
126	Do Not Resuscitate Guidelines
127	Organ and Tissue Donation
128	Domestic Violence
129	Equipment/Supply Request
130	Work Order
131	Language Assistance Services
132	Vendor/Service Tech Registration
133	Orientation Policy
134	Exposure Control Plan
135	Abandoned Newborn
136	Employee Injury/Illness
137	Annual Program Review
138	Child Abuse Reporting
139	Community Services and Collection Practices for Critical Access Hospital and Rural Health Clinic
140	Employee TB Screening
141	Elder Abuse and Neglect
142	Discharge Planning
143	Risk Management Plan
144	Fall Risk Plan

145	Observation Bed
146	Safe Medical Devices Act
147	Consent by a Minor to Medical Treatment
148	Outpatient Referrals
149	Blank
150	Safe Patient Handling and Transfer
151	Independent Contractor Personnel Orientation
152	MDRO/MRSA Control Program
153	Policy and Procedure Process, New and Revised
154	Out of Pocket Expenses – Petty Cash
155	Information Technology Plan
156	Fraud and Abuse Guidelines
157	Billing Compliance Policy
158	Blood or Other Body Fluid Spills
159	Organizational Chain of Command
160	Concealed Carry Weapon
161	Sexual Harassment Policy

Section Two – Environment of Care Manual	
Policy Number	Policy/Procedure
200	Safety Management Plan
201	Life Safety Management Plan
301	Emergency Preparedness Plan
302	Tornado and Severe Weather
303	Bomb Threat Plan
304	Earthquake Plan
305	Bioterrorism Disaster Plan
306	Hazardous Materials Management Plan
307	Security Plan
308	Equipment Management Plan
309	Biomedical Equipment Management Plan
310	Preventative Maintenance
311	Inventory and Inspection of New Equipment
312	Equipment Management Inventory
313	User/Maintenance Training Program
314	Electric Beds and Equipment
315	Extension Cords
316	Electric Safety
317	Electrical Safety Equipment Condition
318	Personal Electric Equipment
319	Use of Electrical Equipment in Oxygen Enriched Environments
320	Electrical Safety – Preventing Overload
321	Electrical Safety – Distribution
322	Equipment Condition
323	Equipment Safety – Maintenance
324	Equipment Safety – Reporting Malfunction
325	Equipment Safety – Operator’s Responsibility

326	Equipment Safety – Preventative Maintenance
327	Equipment Safety – Operation/Education
328	Annual Effectiveness Report – Equipment and Utilities Management
329	Safe Medical Devices
400	Utilities Management Program
401	Utilities Management – Emergency Power
402	Utilities Management – Emergency Power Maintenance
403	Monthly Tests of Emergency Generator
404	Utilities Management Inventory
405	Guidelines for Procedure for Failure of Essential Equipment
406	Emergency Lighting and Power – Annual Inspection
407	Management of Utility System Failure
408	Outside Vendor Assistance
409	Blood Bank Alarm System
410	Failure of Communication System
411	Failure of Fire Alarm System
412	Emergency Generator Failure
413	Failure of HVAC System
414	Failure of Medical Gas Oxygen System
415	Failure of Bulk Oxygen System
416	Failure of Medical Gas System – Nitrous Oxide
417	Failure of Natural Gas Supply
418	Failure of Nurse Call System
419	Failure of Plumbing System and Flooding Procedure
420	Failure of Water Distribution System
421	Toxic External Atmosphere
422	Routine Hospital Rounds
423	Preventative Maintenance of HVAC and Filters
424	Preventative Maintenance of Medical Gas System
425	Utilities Management User Training
426	Underground Storage Tank Preventative Maintenance
427	Utility System Shutdown
428	Electrical Distribution System Shutdown
429	HVAC System Shutdown
430	Oxygen Supply Valve Shutoff

Section Three – Forms	
Form Number	Form
501	Medication Incident
502	Employee Incident
503	Witness Statement
504	Miscellaneous Incident
505	Fall Incident
506	Patient Complaint Form
507	Employee’s Request for Leave of Absence
508	Employee’s Request for Days off (Vacation/Personal)
509	Bomb Threat
510	Outpatient Procedure Follow-up Report

511	Request for Capital Equipment
512	Release of Information
513	Employee Physical
514	Orientation Form
515	QI Process Idea Form
516	Delay of Service Form
517	Disciplinary Form
518	Record of Warning
519	Employee Counseling Form
520	Missed Punch Form
521	Interrupted Lunch Form
522	Continuing Education/Inservice Form
523	Health Status Report
524	Absenteeism Form
525	Application for employment
526	Reference Reply Form
527	Notice of Privacy Practices
528	VESSA Leave of Absence
529	Work Order Request
530	Supply/Equipment Request
531	Confidentiality Agreement
532	Important Message Letter
533	Important Message from Medicare Form
534	Patient Referral Form
535	Independent Contractors Orientation Check List
536	Independent Contractors – Notification Form
537	Independent Contractors – Orientation Packet
538	Root Cause Analysis (Cover Sheet and Worksheet)
539	Internet Access Agreement

Section Four – HITECH Security	
Policy Number	Policy/Procedure
600	Information Security Strategy
601	Security Management Process Policy
602	Risk Analysis Policy
603	Risk Management Policy
604	Sanction Policy
605	Information System Activity Review Policy
606	Workforce Security Policy
607	Authorization and/or Supervision Policy
608	Termination Procedure
609	Protection from Malicious Software Policy
610	Security Incident Procedures
611	Response and Reporting Policy
612	Contingency Plan Policy
613	Data Backup Plan
614	Disaster Recovery Plan
615	Emergency Mode Operations Plan

616	Workstation Use Policy
617	Workstation Security Policy
618	Device and Media Controls Policy
619	Disposal Policy
620	Automatic Logoff Policy
621	Encryption and Decryption Policy
622	Network Security Policy
623	Email Security Policy
624	Remote Access Policy
625	Portable Devices Policy
626	Virtual Private Network Policy
627	Wireless Security Policy
628	Data Breach Discovery, Management and Notification Policy
629	Social Media Policy

Section Five – 340B Program	
Policy Number	Policy/Procedure
700	340B Covered Entity Eligibility
701	340B Program Enrollment, Recertification and Change Requests
702	Patient Eligibility Definition
703	340B Prevention of Duplicate Discounts
704	340B Program Rules and Responsibilities
705	340B Program Education and Competency
706	340B Inventory Management
707	Contract Pharmacy Operations
708	340B Noncompliance Material Breach
709	Program Compliance Monitoring and Reporting
710	Contract Pharmacy Oversight and Monitoring
711	Prime Vendor Program, Enrollment and Updates