

## NORTHERN MONTANA HEALTH CARE POLICY AND PROCEDURE

**NUMBER (S):** ADMIN-5  
**DEPARTMENT OF ORIGIN:** Administration  
**SUBJECT/TITLE:** Development of Hospital Policy/Procedure  
**DATE OF ORIGIN:** 01/80  
**DATE OF PRIOR REVISION:** 12/16  
**DATE OF CURRENT REVISION/  
EFFECTIVE DATE:** 09/17  
**DATE OF LAST REVIEW:** 03/19  
**CMS/REGULATORY REFERENCE:**  
**FORM REFERENCE:**

**POLICY:** All policies and procedures shall utilize the appropriate policy/procedure format, be authorized and assigned a designated number. Administrative authorization must be obtained before implementation.

**PURPOSE:** To provide the means and the method for standard directive communication that can be easily understood, uniformly interpreted and quickly retrievable. Policy/procedure shall be made available to employees:

1. Electronically in SharePoint by accessing the Policy & Procedures link on the NMHC page and selecting the appropriate department, and
2. Through a master hard copy file kept in Administration.

**PROCEDURE:**

A. Policy/Procedure shall be drafted to include the following format:

1. Listed at the top of the policy as shown below:

**NUMBER(S):**  
**DEPARTMENT OF ORIGIN:**  
**SUBJECT/TITLE:**  
**DATE OF ORIGIN:**  
**DATE OF PRIOR REVISION:**  
**DATE OF CURRENT REVISION/  
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2. **POLICY:** Statement of Intent
3. **PURPOSE** of policy – indicate any special directions
4. **PROCEDURE**
  - a. Clearly outline the process and delineate responsibility. Include statement as to who initiates the procedure. Include where others may go to obtain assistance in following procedure.
  - b. The questions of “who, what, when, where, and how” should be considered when writing the policy or procedure.
  - c. Write short sentences. Use simple words. Present ideas in direct and straightforward fashion.
5. Copy of forms, flow charts and other graphical aids shall be attached to the hard copy policy in Administration.
  - a. For forms that are available in the Print shop or via e-forms routine in Meditech:
    - i. Form numbers shall be referenced on the policy, under the header “Form Reference”. (The corresponding policy number shall be referenced on the top right-hand corner of the form.)
    - ii. The Forms Committee must approve forms.

- b. For forms that are available in Meditech documentation:
    - i. Forms shall be referenced in the body of the policy.
  - c. The initiator of the policy is responsible to ensure that form(s) are updated and attached to the original policy. (Also applies to forms that are in Meditech. An updated form must be printed and attached to the original policy.)
6. When policies are originated, the Date of Origin and the Date of Current Revision/Effective Date are the same date.
7. When policies need revision, the
- a. Date of Origin remains the same.
  - b. Date of Prior Revision is the last time the policy was revised.
  - c. Date of Current Revision/Effective Date is the date of the most current revision and would also be the date the policy becomes effective.
  - d. Date of Last Review is the date when policy was last reviewed and no revisions were made.

B. The Secretarial Support Staff shall follow the suggested format and procedures for typing policies. Listed below is the designated support staff responsible for typing specific departmental policies:

	OLD Ref.	
ADMINISTRATION - ADMINISTRATION (ADMIN) - BOARD OF TRUSTEES (BT) - COMPLIANCE (ADMIN) - MEDICAL STAFF (DR)	A8311 A8312 A8030	Administrative Assistant
ADMITTING - ADMITTING (AD) - SWITCHBOARD (PBX)		Administrative Assistant
BUILDING AND GROUNDS (BG)	M8060	Administrative Assistant
BUSINESS OFFICE (BUS)	F8212	Administrative Assistant
CARDIOPULMONARY REHAB (CP 1- CP 25)	P7035	NMCC Receptionist
CARE CENTER - ASSISTED LIVING (ALIV) - ALZHEIMER UNIT (ALZH) - CARE CENTER (NMCC) - SOCIAL SERVICES CARE CENTER (SS CC)		NMCC Receptionist
CENTRAL SUPPLY (CS)	F6251	Administrative Assistant
DIABETES CARE SERVICES (DCS)		NMCC Receptionist
EMPLOYEE HEALTH (EH)		NMCC Receptionist
ENVIRONMENTAL SERVICES (ENV)		Administrative Assistant
FINANCE (FIS)	F8211	Administrative Assistant
HEALTH INFORMATION MANAGEMENT (HIM)	M7181	Administrative Assistant
HOSPICE (HOSPICE)	P6096	Hospice Secretary
HUMAN RESOURCES (HR)	A8371	NMCC Receptionist
IMAGING (IMG)	P7040	NMCC Receptionist
INFECTION PREVENTION (INF)		NMCC Receptionist
INFORMATION SYSTEMS (IS)	F8231	Administrative Assistant
LAB (LAB)	P7010, P7025	Administrative Assistant
MATERIELS MANAGEMENT (PUR)	F8241	Administrative Assistant
NMHC FOUNDATION (NMHF)		NMCC Receptionist
NORTHERN MT PHYS OFFICE PRACTICE (NMPOP)		NMCC Receptionist
NUCLEAR MEDICINE (NUC)		NMCC Receptionist

NURSING		NMCC Receptionist
- ANESTHESIA (ANES)	P7080	
- ANTICOAGULATION MANAGEMENT (AMC)		
- CCU (CCU)	N6121	
- CLINICAL DIETETIC SERVICES (CDS)		
- DIALYSIS (DIA)		
- EMERGENCY DEPARTMENT (ER)		
- ENDOSCOPY (ENDO)		
- LABOR DELIVERY RECOVERY POSTPARTUM (LDRP)	N6080	
- MED/SURG (MS)	N6021	
- NURSING ADMINISTRATION (NUR ADM)		
- NURSING (N2 – N12)	N6011	
- OPERATING ROOM (OR)		
- PEDIATRICS (PEDS)		
- POST-ANESTHESIA RECOVERY (PAR)		
- RESPIRATORY THERAPY CARE (CP 25-CP 350)	P6171	
- SURGICAL DAY CARE (SDC)		
- SWING BED (SB)	N6217	
NUTRITION SERVICES (NUTR)		NMCC Receptionist
PHARMACY (RX)		Administrative Assistant
PUBLIC RELATIONS (PR)	A8315	NMCC Receptionist
REHAB SERVICES (REHAB)	P7091	Administrative Assistant
SENIOR CONNECTION (SR CONN)	A9511	NMCC Receptionist
SLEEP LAB (SLE)		NMCC Receptionist
SOCIAL SERVICES (SS)	P8080	NMCC Receptionist
UTILIZATION REVIEW (UR)	P8410	Administrative Assistant
VOLUNTEER SERVICES (VOL)	A8313	NMCC Receptionist

C. Secretaries/person designated to type the policy shall:

1. Assist in assigning authorized policy/procedure number(s).
2. Type revision as directed by Director / Coordinators.
3. Save policy to “Policy and Procedures” network shared directory.

D. The Administrative Assistant shall:

1. Download the policy from the network shared directory and place it in the SharePoint under the appropriate department. ONLY the latest version of a policy shall be kept in SharePoint.
2. Place completed and signed original policy in the Administrative policy manuals.
3. Archive old policy.

E. Department Director / Coordinator:

1. Must review policies annually.
2. If policy needs review but not revision and crosses with other departments, the Director / Coordinator from the originating department shall coordinate policy review:
  - a. Originating department Director / Coordinator shall review the policy and route to the other department Director / Coordinator (s) involved with the policy.
    - i. Once the policy has been reviewed and no revisions are necessary to shall be routed to the Administrative Assistant with notations that the policy has been reviewed as of a given date, along with the names of the reviewing/approving parties.
      1. If a committee approves the policy, i.e., Infection Control, then the committee chair/designee is responsible to notify the Administrative Assistant/Secretaries of date of committee approval.
      2. Administrative Assistant/Secretaries shall document such approval on the last page of the policy.
  - b. Administrative Assistant shall change the date of the last review on the Policy & Procedure Drive and upload to SharePoint.
  - c. Administrative Assistant shall update policy indexes with the new date on the master index and upload to SharePoint.

3. If policy needs revision, the Director / Coordinator shall:
  - a. Print hard copy from SharePoint and make revisions.
  - b. Route to other involved Director / Coordinators, immediate Vice-President (VP) and Medical Director (if appropriate) for feedback and approval.
  - c. Route draft of policy with revisions to secretarial support staff responsible for typing changes.
  - d. Route final copy to VP, Medical Staff (if appropriate) and CEO for signatures.
    - i. If physician signature not required, then "N/A" should be noted on the signature line.
    - ii. Medical Director shall approve policies related to clinical or patient care issues (i.e. Medical Director of Infection Prevention shall approve and sign all Infection Prevention related policies).

F. President/CEO:

1. Approves, disapproves or defers action on recommended policy/procedure.
2. If disapproved, routes to appropriate Administrative Officer.
3. If approved, routes to Administrative Assistant/Secretaries for distribution.

G. INDEX:

1. Secretarial support staff shall review the current INDEX of the policies/procedures that they are responsible for typing and verify correctness.
2. Administrative Assistant/Secretaries shall file the INDEX in the Administrative Policy/Procedure Manuals and update the INDEX in the MOX Policy/Procedure Cabinet when policies are reviewed / revised.
3. The Format of the INDEX shall include:
  - a. Policy Number
  - b. Title
  - c. Last Review Date
  - d. Next Review Date

*Reviewed by Marie McPherson, Executive Secretary on 03/29/2019*

**SIGNATURES:**

**CEO:** \_\_\_\_\_

**VP:** \_\_\_\_\_

**DEPT DIRECTOR:** \_\_\_\_\_

**PHYSICIAN:** \_\_\_\_\_