

Insert Organization Name Here

Policies and Procedures

DEPARTMENT: This is the department in which the policy is most relevant to. For example, Medical Management (MM) is a department that usually houses clinical policies.	POLICY NAME:	POLICY# MM 1.0 This is an example of the numbering. Feel free to change to make it useful to you.	PAGE 1 OF PAGE 2
EFFECTIVE (ORIGINAL) DATE: Date policy effective.		LAST REVISED DATE: Date of last revision	
APPROVAL DATE: Date in which the policy was approved.	DATE REVIEWED: Date of policy review. Policy review dates may not always be the same as revised date. Policies may be reviewed and not revised. Recommend at least every two year policy review timeframe.	APPROVED BY: Board of Directors or your designated department or governing body	
POLICY STATEMENT: State organizations policy. Usually one or two statements. AUTHORITY/ACCOUNTABILITY: State who is responsible for ensuring compliance with the policy. Who has ultimate authority, who has overall accountability and whom might the provisions of the policy be delegated to for oversight and/or day to day operations? PURPOSE STATEMENT: The purpose statement usually begins with To.....and describes what the policy is intended to do. PROCEDURE: These are the actual steps. Try to keep the steps to departments and/or staff titles and not staff names. Keep as high level as possible since they require a review and approval process. Use desk procedures for outlining specific details of a process or use a process flowchart diagram. 1. MONITORING: How will compliance to this policy be monitored, by whom, and how often? 1. 2.			

DEPARTMENT: MEDICAL MANAGEMENT-EXAMPLE	POLICY NAME:	POLICY# MM 1.0 EXAMPLE
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RESOURCES: Example Joint Commission Ambulatory Care Standards (Check to see which standard, if any, applies to after hours coverage) Health Center Program Statute: Section 330(k)(3)(A) of the PHS Act
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