

# POLICY AND PROCEDURE PRIORITY TOOL-KIT

Below you will find a list of policies and procedures considered high risk prevention/protection measures. Also provided as part of this tool-kit is a policy and procedure template and sample that you may use as a standardized policy format. (Separate document)

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Develop all necessary clinical practice and operating policies and procedures. Make a list of all necessary policies and procedures with a priority designation (High, Medium, and Low) and a timeline for completion. The following should be given highest priority as risk prevention measures. Other policies and procedures, as identified by the grantee, can be phased in over a period of time not to exceed three- six months for completion of all.

Emergency policies and procedures (including transfers to hospital via EMS)  
Emergency Management and Disaster Recovery  
Universal Precautions  
24/7 Coverage  
After hours coverage  
Infection Control  
Patient Confidentiality  
Referral tracking for monitoring and follow-up of specialty referrals  
Management of Biohazards  
Accidental Exposure (i.e., Needlestick and other contaminated sharps injury)  
Incident Management  
Laboratory Manual (controls, competency testing, etc.)  
Medical Equipment Management Plan  
Clinical Protocols and Standing Orders Delegation  
Medication Management (Any medications kept onsite)  
Refrigerator Maintenance and Monitoring  
Informed Consent  
Release of Health Information  
HIPAA related policies (compliance, training, etc)  
Refusal to Consent to Treatment or Services  
Leaving the Center against Medical Advice  
Security Management  
Assessing Patient Satisfaction  
Patient Grievance  
Consumer Bill of Rights (Patient Rights and Responsibilities)  
Confidentiality of Patient Records  
Provider Credentialing and Privileging  
Use of clinical protocols  
Incident Management

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