Table of Contents: Center Option #1:

Attachments/Forms/Logs: Center Option #1

00. Mission Statement – UC
0. Organizational Chart
1. Incident Report-Employee Only
2. TDAP – Advanced Beneficiary Non-Coverage Notice Instructions & Staff Training
3. Advance Beneficiary Notice of Noncoverage
4. AED Machine Test Log
5. Animal Bite Report for Oakland County Animal Control
6. Appointment-Reappointment Checklist_Credentialing
7. BAT Affidavit of Correction – Memorandum for Record
8. ANNUAL – Safety Survey
9. Autoclave Monthly Maintenance Log
10. Orientation Checklist – Biller
11. ANNUAL – OSHA Fact Sheet – Handling Sharps
12. ANNUAL – OSHA Fact Sheet – PPE
13. Cash Pay Flu Shot – Patient Information Form
14. ANNUAL – CDC Universal Precautions Bloodborne Infections Fact Sheet
15. ANNUAL – CDC_HandHygiene_Brochure
16. CDC Influenza Vaccine Information Sheet (VIS) 2019
17. Medication (Injectable) Log
18. CDC – Tdap Vaccine Information Sheet (VIS)
19. Letter – Specimens to ABS Reference Lab
20. Orientation Checklist – Clinical
21. Communicable Disease Report
22. Conflict of Interest Form
23. Crash Cart Security Tag Log
24. Lab Courier Form
25. & 26. ANNUAL – Cultural Sensitivity and Awareness Training
27. ANNUAL – Training Checklist
28. Occ Med Direct Billing Protocol Form
29. Medication (Oral) Log
30. Disability Forms, Family Medical Leave Forms and or Employer Forms
31. Medication_Samples_Dispensed_Log
32. Abbreviations, Do Not Use ATTACHMENT FF
33. Influenza – Employee Vaccination Program Form
34. Employer Authorization form Worker’s Comp
35. Environment of Care – Annual Evaluation Page 1
36. Delineation of Privileges
37. Established Patient Info. Short Form
38. Competency – Female Straight Catheterization
39. Informed Consent Form
40. Fire Safety Plan Annual Evaluation – Page 2
41. Flag System (In Color)
42. Flu Vaccine Sign In Sheet
43. Flu Vaccine Consent Form
44. New Employee Acknowledgement Forms & Training Forms
45. Collection Log – Front Desk
46. Hazardous Materials and Waste Inspection Checklist
47. Competency_Injection_IM
48. ANNUAL – Infection Prevention and Control Surveillance Audit
49. High Alert – Look-Sound Alike Med List
50. Competency – Injectable Medication Quiz
51. REFRIGERATOR - LAB SPECIMEN – TEMPERATURE CHECK GRAPH
51.A. Refrigerator Temperature Log
52. Initial_Signature Log
53. Competency_TB Mantoux Tuberculin Skin Test
54. Confidentiality Agreement – Workforce
55. FORMULARY – Approved Medicine List
56. Child Abuse Form 3200
57. TEMPLATE – Policy Format
58. Flu Vaccine Collection Log
59. Medical Equipment Safety Evaluation Form
60. Medical Record Request Response Letter
61. Medication Disposal Log
63. Monthly Crash Cart Inventory Form
64. Router_Form
65. Patient Registration-Information Form Page 1 & 2
66. Notification of Complaint
67. Competency_Digital X-Ray Images
68. Incident Report-Non Employee
69. Panic Button Test & Rearming, plus Maintenance
70. Consent for TD or Tdap
71. PCP Follow-up Letter – Referring Provider Letter
72. Telephone Encounter Form
73. Radiology Consent Form
74. Patient’s Rights and Responsibilities
75. Patient Telephone Satisfaction Survey worksheet
76. CDC Td Vaccine Information Sheet
77. CDC – TB-Overview-Fact Sheet
78. - 79. Pre-Employment-Return to Work Clearance Form
80. Orientation – Pre-Patient Care Training- -USE IN EMPLOYEE PACKETS-New Hires Only
81. Pre-Placement Exam & Pre-Employment-Return to Work Clearance Form Combined
82. Router - OccMed
83. Acknowledgment of Receipt of Notice of Privacy Practices
84. Tdap Vaccination Program Employee Consent
85. Quality Control Log – EvenCare G2 Blood Glucose Monitoring System
86. Quality Control Log – Hemoccult (Fecal Occult Blood Test) Control Log
87. Quality Control Log – Influenza A & B Test Control Log
88. Quality Control Log – Mono Test Control Log
89. Quality Control Log – Urinalysis Machine Control Log
90. Quality Control Log – Strep A test – One Step
141. Job Description – Physician Assistant
142. Job Description – Physician
143. Proficiency - Fecal Occult Blood
144. Proficiency - Glucometer
145. Proficiency - hCG
146. Proficiency - Influenza A_B
147. Proficiency - Mono
148. Proficiency - Strep A
149. Proficiency - Urinalysis
150. Appointment-Reappointment Application - Credentialing
151. Training - CLIA Waived Documentation
152. Consent to Release of Information - Credentialing
153. Release and Immunity Form - Credentialing
154. Supplemental Claims Information Form - Credentialing
155. DOT Physical Letter
156. DOT 3 month Follow-up Letter
157. DOT Physical Form
158. Safety Inspection Quarterly Checklist
159. Medical Equipment Quarterly Inspection Quarterly Checklist
160. Fire Drill Record Form
161. Fire Safety Inspection Checklist
162. Sharps - Bloodbourne Fact Sheet OSHA
163. Personal Protective Equipment - OSHA - Cuts Risk
164. PPE Sequence - CDC
165. Hepatitis B Vaccination Program Employee Consent
166. Hepatitis B Consent Form – Non Employee
167. Medication Management Inspection Checklist
168. QI – Medication Management Audit Summary
169. QI - Radiology – Misreads
170. QI – ED Transfer Log XX
171. QI – ED Audit Visits Worksheet and Summary Forms Page 1 and 2
172. QI Radiology Technical QA – Page 1 and 2
173. QI Medical Record Staff Audit Forms Page 1 and 2
174. Security Inspection Quarterly Checklist
175. Security Plan Annual Evaluation Page 2
176. Safety Plan Annual Evaluation Page 2
177. Medical Equipment Plan Annual Evaluation
178. Advance Beneficiary Notice: ABN Form Instructions
179. Cash Drawer Log - Front Desk
180. Evaluation Form – For Provider
181. Evaluation Form – For Staff
182. Infection Prevention Control Plan Evaluation Form – Annual – Page 2
183. Medical Management Plan Annual Evaluation Page 2
184. Medication Management Annual Evaluation Page 1
100.XXX—Governance

101.XXX—Governance: Administration
1. 101.XXX-Absence of a Medical Provider
2. 101.XXX- Advanced Directives
3. 101.XXX- Governance Oversight Policy
4. 101.XXX- Incident Report Policy
5. 101.XXX- New Supply – Equipment – Medication Request Policy
6. 101.XXX- Operations Committee Policy
7. 101.XXX- Policy Statement Procedure
8. 101.XXX- Scope of Services Policy
9. 101.XXX- Sentinel Event

200.XXX—Patient Care Processes

201.XXX—Medication
1. 201.XXX- Flu Vaccine Policy
2. 201.XXX- Hepatitis B Immunizations for Non-Employees
3. 201.XXX- Medication Administration Error
4. 201.XXX- Medication Administration
5. 201.XXX- Medication Disposal
6. 201.XXX- Medication Expiration – Multi-Dose Vials for Injection
7. 201.XXX- Medication Reaction-Allergies
8. 201.XXX- Medication Recall
9. 201.XXX- Refrigerator Temperature
10. 201.XXX- Sample Medications
11. 201.XXX- Td Tdap Vaccine Policy

202.XXX—Laboratory
1. 202.XXX- CLIA Waived Testing
2. 202.XXX- Lab Ordering and Results Tracking
3. 202.XXX- Laboratory Temperature and Humidity Policy
4. 202.XXX- Refrigerator Temperature

203.XXX—Radiology
1. 203.XXX- Outside X-Ray Protocol
2. 203.XXX- Radiation Protection
3. 203.XXX- Radiology Over-Read Policy
4. 203.XXX- Radiology Tracking

204.XXX—Occupational Medicine
1. 204.XXX- Breath Alcohol Testing
2. 204.XXX- DOT Physical Exam Policy
3. 204.XXX- Non – DOT Urine Drug Screen Collection
4. 204.XXX- Pre-Placement Physical Policy
5. 204.XXX- Return to Work – School Note
6. 204.XXX- Return to Work Physical
7. 204.XXX- Urine Drug Screen Collection – DOT
8. 204.XXX- Work Comp Direct Billing Protocol
9. 204.XXX- Workers Compensation Claims Processing

205.XXX—Telemedicine

NO POLICIES LISTED

206.XXX—Front Desk Processes
1. 206.XXX- Auto Accident Claim Processing
2. 206.XXX- Completion of Forms
3. 206.XXX- Discounted Services
4. 206.XXX- Established Patient Protocol
5. 206.XXX- Established Patients Who Walk In with Questions for the Physician
6. 206.XXX- Fast Track Patient Assessment
7. 206.XXX- Global Periods
8. 206.XXX- Hearing Impaired Patient Care
9. 206.XXX- Identification of Patient at Check-In
10. 206.XXX- Missing Router
11. 206.XXX- Patient Information Consent Form
12. 206.XXX- Patient Payments
13. 206.XXX- Patient Registration
14. 206.XXX- Physical Examinations (Types Performed)
15. 206.XXX- Return for Additional Services
16. 206.XXX- Return to Work Physical
17. 206.XXX- Router
18. 206.XXX- Treatment for Minors
19. 206.XXX- Visit Policy

207.XXX—Clinical Processes
1. 207.XXX- Discharge Instructions
2. 207.XXX- Flag System Flow
3. 207.XXX- Hearing Impaired Patient Care
4. 207.XXX- HIV Testing
5. 207.XXX- Identifiers – Two Patient
6. 207.XXX- Identity Theft Prevention and Detection and Red Flags Rule Compliance
7. 207.XXX- MAPS – Michigan Automated Prescription Services Policy
8. 207.XXX- PCP and-or Referring Physician Follow-up Letter
9. 207.XXX- Pediatric Safety
10. 207.XXX- Referral Letter
11. 207.XXX- Refusal of Treatment
12. 207.XXX- Return to Work – School Note
13. 207.XXX- Return to Work Physical
14. 207.XXX- Router
208.XXX—Emergency Care Management
1. 208.XXX- ACLS Requirement & Training
2. 208.XXX- BLS Requirement & Training
3. 208.XXX- Cardiac Arrest – Staff Responsibilities
4. 208.XXX- Checking Crash Carts
5. 208.XXX- Emergency Transfers
6. 208.XXX- PiVoTs – Outages or Disruptions

209.XXX—Reporting (Abuse, Animal Bites, Immunization, Disease)
1. 209.XXX- Animal Bite Reporting
2. 209.XXX- Child-Elderly Abuse Reporting – 3200 Form
3. 209.XXX- Communicable Diseases – Reporting
4. 209.XXX- Suspected Abuse and Assault Patients (Treatment Of)

300.XXX—Health Record Management

301.XXX—Medical Record Processes
1. 301.XXX- Abbreviations Policy – DO NOT USE Abbreviations
2. 301.XXX- Chart System – Patient Medical Record
3. 301.XXX- Discharge Instructions
4. 301.XXX- Informed Consent for Procedure
5. 301.XXX- Medical Record (EMR) Documentation
6. 301.XXX- Medical Record Retention
7. 301.XXX- Progress Notes
8. 301.XXX- Release of (PHI) Patient Medical Records

400.XXX—Human Resources

401.XXX—Human Resources
1. 401.XXX- Conflict of Interest
2. 401.XXX- Credentialing of Providers

402.XXX—Privileging
1. 402.XXX- Appeals Process – Credentialing - Privileging
2. 402.XXX- Credentialing of Providers

403.XXX—Employee Training, Competencies, Orientation, Evaluation
1. 403.XXX- ACLS Requirement & Training
2. 403.XXX- Annual Training
3. 403.XXX- BLS Requirement & Training
4. 403.XXX- Competency Policy
5. 403.XXX- Orientation (Staff-Provider)
6. 403.XXX- Performance Evaluations

404.XXX—General Employment Policies
1. 404.XXX- Absenteeism and Tardiness
2. 404.XXX- Break Periods
3. 404.XXX- Code of Conduct
4. 404.XXX- Criminal Background Checks
5. 404.XXX- Employment Eligibility Verification
6. 404.XXX- Final Schedule Change Request
7. 404.XXX- Immunization Against Hepatitis B for Employees
8. 404.XXX- Influenza (Employee) Vaccination Program
9. 404.XXX- Job Description Policy
10. 404.XXX- License and Certification Verification – Non-Provider
11. 404.XXX- Social Media Policy
12. 404.XXX- Tdap (Employee) Vaccination Program
14. 404.XXX- Tuberculosis (TB) Employee Testing

500.XXX—Patient Privacy, Rights & Responsibilities

501.XXX—Patient Privacy
1. 501.XXX- HIPAA Acknowledgment Form

502.XXX—Patient Rights & Responsibilities
1. 502.XXX- Complaint Form Policy
2. 502.XXX- Patient Rights and Responsibilities

600.XXX—Physical Environment

601.XXX—Safety
1. 601.XXX- Environmental Safety
2. 601.XXX- Panic Buttons & Alarm System
3. 601.XXX- Security

602.XXX—Fire
1. 602.XXX- Evacuation, Fire, Explosion Plan
2. 602.XXX- Fire Drill Policy
3. 602.XXX- Fire Safety
603.XXX—Biomedical Equipment Maintenance
1. 603.XXX- Autoclaving Instruments
2. 603.XXX- Equipment Medical Management Plan
3. 603.XXX- Product-Equipment Recall
4. 603.XXX- Self Testing of the Automatic External Defibrillator - AED
5. 603.XXX- Spore Check Policy

604.XXX—Waste Stream (Medical, Hazard or Drug Waste)
1. 604.XXX- Hazardous Materials and Waste
2. 604.XXX- Medical Supply Expiration
3. 604.XXX- Medication Disposal

605.XXX—Emergency Preparedness
1. 605.XXX- Closure (Unforeseen)
2. 605.XXX- Disruption of Information Systems
3. 605.XXX- Emergency Medicine
4. 605.XXX- Panic Buttons & Alarm System
5. 605.XXX- Utility Systems

606.XXX—Infection Control
1. 606.XXX- Autoclaving Instruments
2. 606.XXX- Employee Exposure – Biological – Hazmat
3. 606.XXX- Hand Hygiene
4. 606.XXX- Infection Prevention and Control Plan
5. 606.XXX Personal Protective Equipment (PPE)
6. 606.XXX- Spore Check Policy
7. 606.XXX- Universal Precautions

700.XXX—Quality Improvement

701.XXX—Overarching Quality Plan
1. 701.XXX- Complaint Form Policy
2. 701.XXX- Quality Improvement Plan
3. 701.XXX- Satisfaction Survey Policy
4. 701.XXX- Sentinel Event

702.XXX—Non-Retaliation
1. 702.XXX- Non-Retaliation Policy

703.XXX—Accountable Care Delivery
1. 703.XXX- PCP and-or Referring Physician Follow-up Letter
2. 703.XXX- Referral Letter
Table of Contents: Center Option #2:

100.XXX—Governance

101.XXX—Governance: Administration
  1. 101.XXX- Budget Process & Approval Policy
  2. 101.XXX- Capitalization
  3. 101.XXX- Cell Phone Reimbursement
  4. 101.XXX- Compensation Practices
  5. 101.XXX- Corporate Spending
  6. 101.XXX- Mission and Core Values Statement
  7. 101.XXX- Organization Hierarchy and Clinical Staffing Model
  8. 101.XXX- Organization Meetings
  9. 101.XXX- Payment Card Industry Data Security Standard PCI DSS
 10. 101.XXX- Policy Procedure Management
 11. 101.XXX- Spirit Committee
 12. 101.XXX- Terminating Company -Patient Relationships

❖ Administrative Forms:
  1. 101.XXX- Employee Expense Report Form Template
  2. 101.XXX- Notice of Relationship Termination
  3. 101.XXX- Policy Template
  4. 101.XXX- Policy-Procedure Request Log

200.XXX—Patient Care Processes

201.XXX—Medication: Patient Care Process Medication-Vaccines
  1. 201.XXX- Adding Bolus IV Medication to an Existing IV
  2. 201.XXX- Adding Medication to an IV Solution
  3. 201.XXX- Administering Oxygen via Nasal Cannula or Mask
  4. 201.XXX- Clinical Medication Formulary Annual Review
  5. 201.XXX- Controlled Substance Control
  6. 201.XXX- Discharging IV Catheter
  7. 201.XXX- Dispensing Practitioner IN Point of Care Dispensing
  8. 201.XXX- IV Push via an Intermittent IV Device
  9. 201.XXX- Management of Adverse Drug-Vaccine Reaction
 10. 201.XXX- Medication Administration
 11. 201.XXX- Medication Alerts and Warning.xlsx
 12. 201.XXX- Medication Alerts and Warning.doc
 13. 201.XXX- Medication Security Storage Label Disposal
 14. 201.XXX- Monitoring IV Site and Infusion
 15. 201.XXX- Sample Drug Management
 16. 201.XXX- Starting Intravenous Infusion
 17. 201.XXX- Vaccine Encounter
❖ Medication Logs & Forms:
  1. 201.XXX- Approved Medication Formulary
  2. 201.XXX- Drug Representative Confidentiality Agreement
  3. 201.XXX- Expired Narcotic Controlled Disposal Request
  4. 201.XXX- GI Cocktail Ingredients
  5. 201.XXX- Hazard or Expired Medication Disposal (2)
  6. 201.XXX- Medication Alerts and Warnings
  7. 201.XXX- Medication Alerts and Warnings
  8. 201.XXX- Medication Recall Log
  9. 201.XXX- Narc Logs (All) with Examples
  10. 201.XXX- Narcotic Controlled Substance Inventory Revise
  11. 201.XXX- Sample Medication Tracking Log

202.XXX—CLIA Waived Test
  1. 202.XXX- Glucose Level Testing
  3. 202.XXX- HCG (Urine Pregnancy Test)
  4. 202.XXX- HemOccult (Fecal Occult Blood Testing)
  5. 202.XXX- Influenza Molecular Testing-Alere
  7. 202.XXX- Mononucleosis Testing
  8. 202.XXX- RSV Testing
  10. 202.XXX- Urinalysis Automated Dipstick

202.XXX—Laboratory
  1. 202.XXX- CLIA Quality Controls
  2. 202.XXX- Critical Laboratory Values – After Hours
  3. 202.XXX- Laboratory Facilities
  4. 202.XXX- Laboratory Only Encounter
  5. 202.XXX- Laboratory Reagents
  6. 202.XXX- Laboratory Records and Retention of Records
  7. 202.XXX- Laboratory Safety Overview
  8. 202.XXX- Patient Specimen Identification
  9. 202.XXX- Point of Care Testing Procedure and Result Reporting
  10. 202.XXX- Preparing and Transporting Specimens
  11. 202.XXX- Reference Lab Procedure and Result Reporting
  12. 202.XXX- Unable to Perform Test-Outside Lab
  13. 202.XXX- Unacceptable Specimens
  14. 202.XXX- Waived Testing Laboratory Overview

❖ Lab & QC Logs:
  1. 202.XXX- Critical Lab Value
  2. 202.XXX- Daily Lab Log and Quality Controls
3. 202.XXX - Glucose Control Log  
5. 202.XXX - HCG Control Log  
6. 202.XXX - HemOccult Control Log  
7. 202.XXX - Influenza Molecular Control Log  
8. 202.XXX - Influenza Rapid No Reader Control Log  
9. 202.XXX - Influenza Rapid w Reader Control Log  
10. 202.XXX - Mono Control Log  
11. 202.XXX - RSV Control Log  
12. 202.XXX - Specimen Transport Log  
13. 202.XXX - Strep Control Log  
14. 202.XXX - UA Result Form  
15. 202.XXX - Urine Dipstick Control and Analyzer Compliance Log

**203.XXX—Radiology**
1. 203.XXX- Radiology Safety  
2. 203.XXX- Receiving X-Ray Discrepancy Over-Read Results  
3. 203.XXX- Request for Diagnostic X-Ray Examination  
4. 203.XXX- Sending X-Ray for Over-Read  
5. 203.XXX- X-Ray Only Encounter  
6. 203.XXX- X-Ray Pregnancy Consent

❖ **Radiology Logs:**
1. 203.XXX- Discrepancy Abnormal X-Ray Result Log  
2. 203.XXX- DR System Calibration Log  
3. 203.XXX- Outside X-Ray Only Log  
4. 203.XXX- X-Ray Patient Log  
5. 203.XXX- X-Ray Pregnancy Consent

**204.XXX—Occupational Medicine**
1. 204.XXX- Audiometer Calibrations Audio Booth  
2. 204.XXX- Audiometer Calibrations ShoeBox Audio  
3. 204.XXX- Audiometry Testing Audio Booth  
4. 204.XXX- Audiometry Testing  
5. 204.XXX- Breath Alcohol Testing III  
6. 204.XXX- Daily Operational Procedures  
7. 204.XXX- DOT Physical Exam 3b  
8. 204.XXX- Grip Strength Testing  
9. 204.XXX- Hair Sample Collection-Psychemedics  
10. 204.XXX- Occ Health Vaccine Encounter Services  
11. 204.XXX- PFT Calibration  
12. 204.XXX- Pre-Placement Physical  
13. 204.XXX- Pulmonary Function Testing  
14. 204.XXX- Referral for Spirometry or Respirator Fit Testing  
15. 204.XXX- Respirator Fit Test Calibration  
16. 204.XXX- Respirator Fit Testing
17. 204.XXX- Return to Work Physical
18. 204.XXX- Urine Drug Screen, DOT & Non-DOT Collection II
19. 204.XXX- Vision Testing
20. 204.XXX- WC Claims Process

205.XXX—Telemedicine
1. 205.XXX- TeleMedicine Disclosure and Informed Consent
2. 205.XXX- TeleMedicine Visit Policy LA

206.XXX—Front Desk Protocols
1. 206.XXX- Cash Control Guidelines
2. 206.XXX- Check Out Process
3. 206.XXX- Chief Complaint Consent for Treatment
4. 206.XXX- Patient Registration Patient Identifiers
5. 206.XXX- Payment Policy
6. 206.XXX- Presentation of Serious Injury or Illness
7. 206.XXX- Re-Check-Follow Up

❖ CLERICAL Forms Edit Version:
1. 206.XXX- Deposit Labels
2. 206.XXX- Influenza Vaccination Log
3. 206.XXX- Medical Record Request Log
4. 206.XXX- Patient Registration Log Template
5. 206.XXX- Payments Not Collected
6. 206.XXX- PETTY CASH ENVELOPE Template

♦ ABN Info 2018-2020:
1. 206.XXX- ABN-CMS-Manual-Instructions

➢ Forms English:
1. 206.XXX- ABNEnglish2020LARGEPRINTv508.docx
2. 206.XXX- ABNEnglish2020LARGEPRINTv508.pdf
3. 206.XXX- ABNEnglish2020v508.docx
4. 206.XXX- ABNEnglish2020v508.pdf

➢ Forms Spanish:
1. 206.XXX- ABNSpanish2020 v508.docx
2. 206.XXX- ABNSpanish2020 v508.pdf
3. 206.XXX- ABNSpanish2020LARGEPRINTv508.docx
4. 206.XXX- ABNSpanish2020LARGEPRINTv508.pdf

♦ Current Registration Forms:
1. 206.XXX- Chief Complaint-Consent
2. 206.XXX- Patient Registration
➡️ Spanish:
1. 206.XXX- SP Chief Complaint Final
2. 206.XXX- SP Patient Registration

♦ Payment Policy Post:
1. 206.XXX- Payment Policy-Barriers-AD Notice

207.XXX—Clinical Processes
1. 207.XXX- Against Med Advice or Left WBS
2. 207.XXX- Chaperone for Exam
3. 207.XXX- Discharge Guidelines
4. 207.XXX- Informed Consent for Procedure
5. 207.XXX- Orders Policy
6. 207.XXX- Patient Family Education
7. 207.XXX- Prescribing Controlled Substances Opioids
8. 207.XXX- Prescription Secure Handling
9. 207.XXX- Providing Treatment Excuses
10. 207.XXX- Referring to Local Area Providers
11. 207.XXX- Scope of Service-Treatment Options
12. 207.XXX- Telephone Advice
13. 207.XXX- Triage Process
14. 207.XXX- Two Patient Identifiers
15. 207.XXX- Video-Audio Recording During Exam Discouraged

❖ CLINICAL Forms Edit Version:
1. 207.XXX- Acknowledgement AMA
2. 207.XXX- Clinic Occurrence Corrective Action Reporting Form
3. 207.XXX- Emergency Room Transfer Log
4. 207.XXX- Off Site Flu Pneumonia Consent

❖ Informed Consent Forms:
1. 207.XXX- Informed Consent – Closed Reduction
2. 207.XXX- Informed Consent – Complicated Foreign Body Removal
3. 207.XXX- Informed Consent – Complicated Laceration Repair
4. 207.XXX- Informed Consent – Incision and Drainage
5. 207.XXX- Informed Consent – Joint Injection-Aspiration
6. 207.XXX- Informed Consent – Removal of a Cerumen Impaction
7. 207.XXX- Informed Consent – Toenail Excision
8. 207.XXX- Informed Consent for General Procedure

❖ Patient Care Process Skills:
1. 207.XXX- Blood Specimen
2. 207.XXX- Clean Catch Mid-Stream Specimen
3. 207.XXX- Crutch Fitting and Gait Training
4. 207.XXX- Ear Irrigation
5. 207.XXX- EKG Procedure
6. 207.XXX- Eye Irrigation
7. 207.XXX- Fasting Specimen
8. 207.XXX- Fecal Specimen
9. 207.XXX- Female Catheter Specimen
10. 207.XXX- Male Catheter Specimen
11. 207.XXX- Nasal Specimen
12. 207.XXX- Patient Properly Prepared
13. 207.XXX- Pediatric Bulb Suctioning
14. 207.XXX- Pediatric Fever Control
15. 207.XXX- Pediatric IV Therapy
16. 207.XXX- Pediatric Vital Signs
17. 207.XXX- Pelvic Exam
18. 207.XXX- Preparing a Sterile Field
19. 207.XXX- Suture and Staple Removal
20. 207.XXX- Throat Specimen
21. 207.XXX- Vital Signs Assessment
22. 207.XXX- Wound or Viral Culture Specimen

208.XXX—Emergency Care Management
  1. 208.XXX- Emergency Response Inventory Log
  2. 208.XXX- Emergency Response Inventory
  3. 208.XXX- Emergency Response Kit Inventory
  4. 208.XXX- Emergency Room Transfers Referrals and Tracking
  5. 208.XXX- Emergency Situation
  6. 208.XXX- ER Mock Anaphylaxis

209.XXX—Reporting (Abuse, Animal Bites, Immunization, Disease)
  1. 209.XXX- Abuse Neglect Violence Recognizing and Reporting
  2. 209.XXX- Animal Bite Reporting General
  3. 209.XXX- Immunization Reporting-Recording
  4. 209.XXX- Reportable Diseases and Conditions General

300.XXX—Health Record Management

301.XXX—Medical Record Processes
  1. 301.XXX- Company Coding and Billing Philosophy
  2. 301.XXX- Do Not Use Abbreviations
  3. 301.XXX- Documentation Standards Coding and Billing Philosophy
  4. 301.XXX- Informed Consent for Procedure (duplicate from PCP folder)
  5. 301.XXX- Medical Record Management & Retention Overview
  6. 301.XXX- Medical Record Review Audit
  7. 301.XXX- Paper Charting for EMR Downtime

❖ Medical Record Forms:
  1. 301.XXX- Chart Audit Review Tool
2. 301.XXX- Medical Records Certification Draft
3. 301.XXX- Medical Record Release of PHI Authorization Form
4. 301.XXX- Medical Record Request Log
5. 301.XXX- MR Disclosure Spreadsheet

❖ Paper Charting EMR Downtime Forms:
   1. 301.XXX- Discharge Instructions
   2. 301.XXX- Final Superbill
   3. 301.XXX- Medical Progress Note
   4. 301.XXX- Nursing Progress Note
   5. 301.XXX- Patient Chart

400.XXX—Health Record Management

401.XXX—Credentialing
   1. 401.XXX- Credentialing Verification Sources
   2. 401.XXX- License & Insurance Verification
   3. 401.XXX- Provider Credentialing

❖ Provider Forms:
   1. 401.XXX- Credentialing Approval Letter
   2. 401.XXX- Credentialing Denial Letter
   3. 401.XXX- Prov Initial Cred Review Form
   4. 401.XXX- Prov Re-cred Review Form
   5. 401.XXX- Provider Checklist

❖ Cred Auth Forms:
   1. 401.XXX- Cred Auth form 1
   2. 401.XXX- Cred Auth form opt 2

❖ Templates Agreements & Contracts:
   1. 401.XXX- CPG
   2. 401.XXX- NP Collaborative Practice Agreement
   3. 401.XXX- PA Notice of Intent to Practice
   4. 401.XXX- PA Supervision
   5. 401.XXX- SP Registration

402.XXX—Privileging
   1. 402.XXX- Scope of Skills and Peer Ref

403.XXX—Employee Training, Competencies, Orientation, Evaluation
   1. 403.XXX- Annual Training and Review Overview
   2. 403.XXX- KEY Industry Required Training
   3. 403.XXX- New Hire Orientation and Training
Training Forms:
1. 403.XXX- Annual Proficiency
2. 403.XXX- CSR New Hire Proficiency Checklist
3. 403.XXX- Nurse Tech New Hire Proficiency Checklist
4. 403.XXX- Nurse-MA New Hire Proficiency Checklist
5. 403.XXX- Provider New Hire Proficiency Checklist
6. 403.XXX- Rad Tech New Hire Proficiency Checklist

404.XXX—General Employment Policies
1. 404.XXX- ADA and ADAAA
2. 404.XXX- Background Checks
3. 404.XXX- Breaks-Meals & Rest Periods
4. 404.XXX- Company Related Social Media-Online-Networking Media Contact
5. 404.XXX- Discipline
6. 404.XXX- Discrimination and Harassment
7. 404.XXX- Drug Screen and Substance Use
8. 404.XXX- Electronic Device Usage
9. 404.XXX- Eligibility for Holiday Pay
10. 404.XXX- Eligibility for PTO
11. 404.XXX- Employee Confidentiality
12. 404.XXX- Employee Files
13. 404.XXX- Employee Health- Proof of Immunity
14. 404.XXX-Employee Professional Appearance
15. 404.XXX- Job Description for Each Team Member
16. 404.XXX- Life Support Certifications
17. 404.XXX- Management Expectations
18. 404.XXX- Medical Treatment Discount for Team Members
19. 404.XXX- Non-Provider License Verification
20. 404.XXX- Performance Assessment
21. 404.XXX- Personal Leave of Absence
22. 404.XXX- Position Requisition and Approval Process
23. 404.XXX- Principles and Standards for Team Member Behavior
24. 404.XXX- Provider Scheduling and Time Off Request Policy
25. 404.XXX- Scheduling Requirements for Non-Providers
26. 404.XXX- Searches and Inspections
27. 404.XXX- Student Rotation or Shadowing
28. 404.XXX- Time and Attendance

Human Resources Forms:
1. 404.XXX- COI Form
2. 404.XXX- Consent to Search
3. 404.XXX- Credentialing Authorization
4. 404.XXX- Criminal BG Search Form
5. 404.XXX- Drug Free Work Environment
6. 404.XXX- EE Signature Log
7. 404 XXX- Emp Discount Request Form
8. 404 XXX- Employee Complaint Concern Reporting Form
9. 404 XXX- Employee Handbook Acknowledgment
10. 404 XXX- Employee Notice From
11. 404 XXX- Employee Tuberculosis Annual Signs & Symptoms Questionnaire
12. 404 XXX- Hepatitis A Election
13. 404 XXX- Hepatitis B Election fillable
14. 404 XXX- HIPAA Acknowledgement & Confidentiality Agreement
15. 404 XXX- HR Team Assignments
16. 404 XXX- New Hire Form
17. 404 XXX- Pre-employment DS & BG Authorization
18. 404 XXX- Student Info Sheet
19. 404 XXX- Team Member Discount Request Form
20. 404 XXX- Variable Hour Form

❖ Performance Assessment Forms:
   1. 404 XXX- Initial Performance Assessment-Clinical
   2. 404 XXX- Initial Performance Assessment-Administration
   3. 404 XXX- Initial Performance Assessment-Clerical
   4. 404 XXX- Initial Performance Assessment-Provider
   5. 404 XXX- Initial Performance Assessment-Administration
   6. 404 XXX- Performance Assessment-Billing

500 XXX—Patient Privacy, Rights & Responsibilities

501 XXX—Patient Privacy
   1. 501 XXX- Example Notice of Privacy
   2. 501 XXX- Privacy Detail Overview Appendix A
   3. 501 XXX- Privacy Introduction and Definitions
   4. 501 XXX- Security Introduction and Definitions

502 XXX—Patient Rights & Responsibilities
   1. 502 XXX- Advance Directives
   2. 502 XXX- Civil Rights Grievance Process
   3. 502 XXX- Cultural Diversity
   4. 502 XXX- Customer Complaint and Grievance Resolution Process
   5. 502 XXX- Non-Discrimination
   6. 502 XXX- Patient Rights and Responsibilities
   7. 502 XXX- Resolving Communication & Treatment Barriers
   8. 502 XXX- Service Animals

❖ Civil Rights Taglines:
   1. 502 XXX- Arabic Civil Rights Notice
   2. 502 XXX- Burmese Civil Rights Notice
   3. 502 XXX- Cantonese Civil Rights Notice
   4. 502 XXX- Dutch Civil Rights Notice
   5. 502 XXX- English Civil Rights Notice
6. 502.XXX- French Civil Rights Notice
7. 502.XXX- Front Desk Notice of Nondiscrimination
8. 502.XXX- German Civil Rights
9. 502.XXX- Haitian CRE Civil Rights Notice
10. 502.XXX- Hindi Civil Rights Notice
11. 502.XXX- Italian Civil Rights Notice
12. 502.XXX- Japanese Civil Rights Notice
13. 502.XXX- Korean Civil Rights Notice
14. 502.XXX- Polish Civil Rights Notice
15. 502.XXX- Portuguese Civil Rights Notice
16. 502.XXX- Russian Civil Rights Notice
17. 502.XXX- Spanish Civil Rights Notice
18. 502.XXX- Tagalog Civil Rights Notice
19. 502.XXX- Thai Civil Rights Notice
20. 502.XXX- Turkish Civil Rights Notice
21. 502.XXX- Vietnamese Civil Rights Notice

❖ Patient Rights Form:
1. 502.XXX- Complaint Mgmt Process Flow Chart
2. 502.XXX- Complaint-Grievance Tracking
3. 502.XXX- Employee Response Memorandum
4. 502.XXX- Notice Patient Rights, Responsibilities
5. 502.XXX- Patient Complaint and Grievance Resolution Letter
6. 502.XXX- Written Request to Exercise Patient Rights

600.XXX—Physical Environment

601.XXX—Safety Risks
1. 601.XXX- Accessing & Securing Facilities
2. 601.XXX- Civil Unrest Response Plan
3. 601.XXX- Electric Heaters and Purifiers Prohibited
4. 601.XXX- Electrical Safety & Hazardous Energy Control
5. 601.XXX- Employee Incident Reporting and Evaluation
6. 601.XXX- Environment Drug & Alcohol-Free
7. 601.XXX- Environment Free from Smoking Vaping and Excessive Fragrance Free
8. 601.XXX- Ergonomic Concerns & Body Mechanics Guidelines
9. 601.XXX- Patient Visitor Incident Reporting and Evaluation
10. 601.XXX- Safety & Health Overview
11. 601.XXX- Safety Device Evaluation
12. 601.XXX- Security Alert – Behavior Active Threat Hostage Response Plan
13. 601.XXX- Significant Adverse Event
14. 601.XXX- Weapons Prohibited

❖ MSDS Hazard Communication:
1. 601.XXX- Example-Products of Hazard Concern
2. 601.XXX- Hazard Communication and Material Inventory
Safety Forms:
1. 601.xxx - Employee Incident Report Form
2. 601.xxx - Facility Hazard Assessment
3. 601.xxx - Patient or Visitor Incident Report Form
4. 601.xxx - Safety Device Evaluation
5. 601.xxx - Significant Adverse Event Investigation Report

602.xxx — Fire
1. 602.xxx - Fire Control & Safety

603.xxx — Biomedical Equipment Maintenance
1. 603.xxx - Autoclave Maintenance
2. 603.xxx - Autoclave Procedures Generic Overview
3. 603.xxx - Bio Medical Equipment Inspection & Safety
4. 603.xxx - Care of Instruments
5. 603.xxx - Clinic Audits. Inspections
6. 603.xxx - Daily Open and Close Procedures Checklist
7. 603.xxx - Documenting Corrective Actions & Clinical Occurrences
8. 603.xxx - Instrumentation, Calibration, and Maintenance
9. 603.xxx - Manufacturer Package Inserts & Instruction Manuals
10. 603.xxx - Mechanical, Physical, Biological, Monitoring of Autoclave
11. 603.xxx - Medical Device Reporting
12. 603.xxx - Medication, Product, or Equipment Recall
13. 603.xxx - New Supply Point of Care Test Medication
14. 603.xxx - Refrigeration Cold Storage
15. 603.xxx - Room Temperature and Humidity
16. 603.xxx - Soiled Instrument and Item Transport

Calibration, Temperature, Maintenance Forms & Logs:
1. 603.xxx - All Units-Fridge-Freezer Temp Log
2. 603.xxx - Autoclave Monitoring Log
3. 603.xxx - CM weekly status report Template
4. 603.xxx - Cold Sterilization Instruments
5. 603.xxx - Monthly Clinic Site Manager Inspection
6. 603.xxx - New Supply-Medication Request
7. 603.xxx - Open and Close Checklist
8. 603.xxx - Refrigerator-Freezer Cleaning Log
9. 603.xxx - Room Temperature and Humidity Log

604.xxx — Waste Stream (Medical, Hazard or Drug Waste)
1. 604.xxx - Exposure Control Plan (Duplicate from PCP Infection Control Folder)
2. 604.xxx - Hazardous Material Management and Disposal

605.xxx — Emergency Preparedness
1. 605.xxx - Emergency Alert System and Drills
2. 605.xxx - Emergency Preparedness Response and Recovery Plan
 Alerts and Emergency Drills:
1. 605.XXX- External Disaster Alert Drill
2. 605.XXX- Fire Alert Drill
3. 605.XXX- Internal Event Alert Drill
4. 605.XXX- Medical Alert Drill
5. 605.XXX- Missing Person Abduction Alert Drill
6. 605.XXX- Participant List
7. 605.XXX- Security Behavior Threat Alert Drill
8. 605.XXX- Security Threat Alert Drill
9. 605.XXX- Severe Weather Alert Drill
10. 605.XXX- System EMR Outage Alert Drill

 Emergency Preparedness:
1. 605.XXX- Customer Service Paper Chart-Utility Disruption
2. 605.XXX- EMERGENCY Alerts
3. 605.XXX- EMERGENCY NOTIFICATION CALL TREE
4. 605.XXX- Emergency Prep Med Storage
5. 605.XXX- Essential Personnel Designation
6. 605.XXX- Manager Emergency Plan Check List

606.XXX—Infection Control
1. 606.XXX- Exposure Control Plan
2. 606.XXX- Infection Control & Cleanliness
3. 606.XXX- Infectious Disease Concern Response
4. 606.XXX- TB Control Plan Low Risk Urgent Care Ambulatory Setting

 Infection Control Forms:
1. 606.XXX- Daily Surface & Equipment Disinfectant Log
2. 606.XXX- Facility Cleaning Responsibilities
3. 606.XXX- Infectious Disease Concern Response Log
4. 606.XXX- Tuberculosis Risk and Signs Symptoms Questionnaire

 Post Exposure Protocol:
1. 606.XXX- Guidance PEP Protocols for Blood Borne Pathogens Update
2. 606.XXX- Post Exposure Follow-Up Protocol and Calendar
3. 606.XXX- Post Exposure Initial Protocol – Consent

700.XXX—Quality Improvement

701.XXX—Overarching Quality Improvement Plan
1. 701.XXX- Courtesy Follow Up Contract
2. 701.XXX- Quality Management Plan Template
3. 701.XXX- Quality Measuring Satisfaction Outcomes
4. 701.XXX- Quality Plan Overview
5. 701.XXX- Quality Plan PDCA Form

702.XXX—Non-Retaliation
   1. 702.XXX- Quality Reporting-Non-Retaliation

703.XXX—Accountable Care Delivery
   1. 703.XXX- Medical Provider Peer Review
   2. 703.XXX- Oversight of the Advanced Practice Clinician- APC
   3. 703.XXX- Peer Review Tool