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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