



RULES AND REGULATIONS
OF
MON HEALTH MARION
NEIGHBORHOOD HOSPITAL

TABLE OF CONTENTS

PAGE

I.	ADMISSIONS, ASSESSMENTS AND CARE, TREATMENT AND SERVICES	1
	Section 1.1. Admissions.....	1
	Section 1.2. Responsibilities of Admitting Physician.....	1
	Section 1.3. Care of Unassigned Patients	2
	Section 1.4. Alternate Coverage	2
	Section 1.5. Continued Hospitalization	2
II.	MEDICAL RECORDS	3
	Section 2.1. Form and Retention of Record.....	3
	Section 2.2. Content of Record.....	3
	Section 2.3. Medical Orders.....	6
	Section 2.4. Verbal Orders	8
	Section 2.5. Standing Order Protocols.....	9
	Section 2.6. Progress Notes	9
	Section 2.7. Authentication.....	9
	Section 2.8. Delinquent Medical Records.....	10
III.	CONSULTATIONS	11
	Section 3.1. General.....	11
	Section 3.2. Required Consultations.....	11
	Section 3.3. Contents of Consultation Report.....	12
	Section 3.4. Psychiatric Consultations.....	12
	Section 3.5. Mandatory Consultations	12
	Section 3.6. Time Limits.....	13

	<u>PAGE</u>
IV. DISCHARGE PLANNING AND DISCHARGE SUMMARIES	14
Section 4.1. Who May Discharge	14
Section 4.2. Identification of Patients in Need of Discharge Planning.....	14
Section 4.3. Discharge Planning	14
Section 4.4. Discharge Summary	15
Section 4.5. Discharge of Minors and Incompetent Patients	15
Section 4.6. Against Medical Advice.....	15
V. TRANSFERS.....	16
Section 5.1. Transfers from The Hospital	16
Section 5.2. All Other Patient Transfers from The Hospital.....	16
VI. PHARMACY.....	19
Section 6.1. General Rules.....	19
Section 6.2. Storage and Access	19
VII. EMERGENCY SERVICES	21
Section 9.1. Eligibility	21
Section 9.2. Staffing.....	21
Section 9.3. Documentation Requirements.....	21
Section 9.4. Length of Stay in the Emergency Department.....	22
Section 9.5. Disaster Plan	22
VIII. ETHICAL CONSIDERATIONS	24
Section 10.1. Ethics Consultation.....	24
Section 10.2. Code of Conduct	24

IX. MISCELLANEOUS	25
Section 11.1. Special Care Units.....	25
Section 11.2. Advanced Directives	25
Section 11.3. DNR	25
Section 11.4. Autopsies.....	25
Section 11.5. Deaths	26
Section 11.6. Treatment of Family Members	26
Section 11.7. Orientation of New Physicians	27
Section 11.8. Release of Patient Information to Press/Media	27
Section 11.9. Legal Affairs	27
Section 11.10. HIPPA Requirements	27
X. ADOPTION	29

ARTICLE I

ADMISSIONS, ASSESSMENTS AND CARE, TREATMENT, AND SERVICES

1.1. Admissions:

- (a) A patient may be admitted to the Hospital only by a member of the Medical Staff who has been granted admitting privileges and who has received privileges to perform history and physical examinations. All physicians shall be governed by the official admitting policy of the hospital.
- (b) Except in an emergency, all inpatient medical records must include an admitting diagnosis. In the case of an emergency, the admitting diagnosis shall be recorded as soon as possible.

1.2. Responsibilities of Admitting Physician:

- (a) The admitting physician will be responsible for the medical care and treatment of the patient while in the Hospital, including appropriate communication among the individuals involved in the patient's care, the prompt and accurate completion of the medical record, and necessary patient instructions.
- (b) Whenever the responsibilities of the admitting physician are transferred to another physician, a note and order covering the transfer of responsibility will be entered in the electronic medical record. The admitting physician will be responsible for verifying the other physician's acceptance of the transfer.
- (c) The admitting physician will provide the Hospital with any information concerning the patient that is necessary to protect the patient, other patients, or Hospital personnel from infection, disease, or other harm, and to protect the patient from self-harm.
- (d) Each patient will have two patient identifiers whenever administering medications or blood products, taking blood samples and other specimens for clinical testing, or providing any other treatments or procedures.

1.3. Care of Unassigned Patients:

In the case where a patient who is evaluated by the Emergency Department requires admission and does not have an attending physician with clinical privileges at the Hospital or has not requested that a specific member of the Medical Staff assume his or her care, the patient will be assigned to the appropriate on-call physician.

1.4. Alternate Coverage:

- (a) Physicians will provide professional care for their patients in the Hospital by being available or making arrangements with an alternate member who has appropriate clinical privileges to care for their patients.

1.5. Continued Hospitalization:

- (a) The attending physician will be required to routinely document the need for continued hospitalization. The attending physician's documentation must contain:
 - (1) an adequate record of the reason for continued hospitalization (a simple reconfirmation of the patient's diagnosis is not sufficient);
 - (2) the estimated period of time the patient will need to remain in the Hospital; and
 - (3) plans for post-hospital care.
- (b) Upon request of the Care Coordination, including Utilization Review, the attending physician will provide written justification of the necessity for continued hospitalization for any patient. The physician should include an estimate of the number of additional days of stay, the reason for continued stay, and plans for post-hospitalization care.

ARTICLE II

MEDICAL RECORDS

2.1. Form and Retention of Records:

- (a) A medical record must be maintained for each inpatient and outpatient.
- (b) The attending physician will be responsible for the preparation of a timely, complete, accurate, legible, and preferably electronic medical record for each patient under his or her care. This responsibility cannot be delegated.
- (c) Only authorized individuals may make entries in the medical record.
- (d) Medical records must be retained in accordance with the applicable *Record Retention Policy*.
- (e) Information from, or copies of, records may be released only to authorized individuals in accordance with federal and state law and Hospital policy.
- (f) Medical records are the physical property of the Hospital. Original medical records may only be removed from the Hospital in accordance with federal or state laws.

2.2. Content of Record:

- (a) Medical records must contain information to justify admission and continued hospitalization, support the diagnosis, and describe the patient's progress and response to medications and services.
- (b) Medical record entries must be legible, complete, dated, timed, and authenticated in written or electronic form by the person responsible for providing or evaluating the service provided, consistent with the Hospital's policies and procedures.
- (c) Unapproved symbols and abbreviations shall not be used in the Medical Record (*Acceptable Abbreviations Policy*).
- (d) All medical records, except for a short form medical record, must document the following, as appropriate:
 - (1) emergency care, treatment, and services provided to the patient before his or her arrival, if any;

- (2) documentation and findings of assessments;
- (3) conclusions or impressions drawn from the medical history and physical examination;
- (4) diagnosis, diagnostic impression, or conditions;
- (5) reason(s) for admission of care, treatment, and services;
- (6) goals of the treatment and treatment plan;
- (7) diagnostic and therapeutic orders;
- (8) diagnostic and therapeutic procedures, tests, and results;
- (9) progress notes made by authorized individuals;
- (10) reassessments and plan of care revisions;
- (11) relevant observations;
- (12) response to care, treatment, and services provided;
- (13) consultation reports;
- (14) allergies to foods and medicines;
- (15) medications ordered or prescribed;
- (16) dosages of medications administered (including the strength, dose, or rate of administration, administration devices used, access site or route, known drug allergies, and adverse drug reactions);
- (17) medications dispensed or prescribed on discharge;
- (18) relevant diagnoses/conditions established during the course of care, treatment, and services;
- (19) complications, hospital acquired infections, and unfavorable reactions to drugs and anesthesia;
- (20) discharge summary with outcome of hospitalization, disposition of case, and provisions for follow-up care; and
- (21) final diagnosis with completion of medical records within time period designated by medical staff policy.

- (e) Medical records must contain, as applicable, the following information:
 - (1) patient's name, sex, address, date of birth, and name of authorized representative;
 - (2) legal status of patients receiving behavioral health care services;
 - (3) patient's language and communication needs;
 - (4) evidence of known advance directives;
 - (5) evidence of informed consent when required by Hospital policy;
 - (6) records of communication with the patient regarding care, treatment, and services (e.g., telephone calls or e-mail); and
 - (7) patient-generated information (e.g., information entered into the record over the internet or Patient Portal).

- (f) A short form medical record may be used for patients who are in the Hospital less than 48 hours, except in the case of maternity and newborn infants. A short form medical record shall contain at a minimum the following:
 - (1) documentation of a history and physical;
 - (2) diagnosis; and
 - (3) any treatment and services provided.

- (g) Medical records must contain evidence of:
 - (1) a medical history and physical examination completed no more than 30 days before or 24 hours after admission. The medical history and physical examination must be placed in the patient's medical record within 24 hours after admission; and
 - (2) an updated medical record entry documenting an examination for any changes in the patient's condition when the medical history and physical examination are completed within 30 days before admission. This updated examination must be completed and documented in the patient's medical record within 24 hours after admission and prior to the start of a surgical procedure.

- (h) For patients receiving continuing ambulatory care services, the medical record will contain a summary list(s) of significant diagnoses, procedures, drug allergies, and medications, including:
 - (1) known significant medical diagnoses and conditions;
 - (2) known significant operative and invasive procedures;
 - (3) known adverse and allergic drug reactions; and
 - (4) known long-term medications, including current medications, over-the-counter drugs, and herbal preparations.

2.3. Medical Orders:

- (a) With the exception of downtime episodes, all orders for hospital inpatients, observation patients, extended outpatients, and patients in the Emergency Department shall be entered into the Electronic Medical Record (EMR).
- (b) All orders, must be dated, timed, and authenticated by the ordering physician or another practitioner who is responsible for the care of the patient, as authorized by Hospital policy.
- (c) Orders must be entered clearly, legibly, and completely. All orders must be authenticated by the individual issuing the order. Orders which are illegible or improperly entered will not be carried out until they are clarified by the ordering physician and are understood by the appropriate health care provider.
- (d) The use of the terms "renew," "repeat," "resume," and "continue" with respect to previous orders is not acceptable.
- (e) Orders for "daily" tests will state the number of days and will be reviewed by the ordering physician at the expiration of this time frame unless warranted sooner. At the end of the stated time, any order that would be automatically discontinued must be rewritten in the same format in which it was originally recorded if it is to be continued.
- (f) Orders for all medications and treatments will be under the supervision of the attending physician and will be reviewed by that physician in a timely manner to assure discontinuance when no longer needed.
- (g) No order will be discontinued without the knowledge of the ordering physician, unless the circumstances causing the discontinuation constitutes an emergency or if are within pharmacy policy/protocol.
- (h) All orders for drugs and medications administered to patients will be:

- (1) reviewed by the attending physician at least weekly to assure the discontinuance of all drugs no longer needed;
 - (2) reconciled when the patient goes to surgery; and
 - (3) reviewed by the pharmacist before the initial dose of medication is dispensed if possible (except in an emergency when time does not permit).
- (i) All medication orders must clearly state the administration times or the time interval between doses. If not specifically prescribed as to time or number of doses, the medications will be controlled by automatic stop orders or other methods. When medication or treatment is to be resumed after an automatic stop order has been employed, the orders that were stopped must be rewritten.
- (j) A "STOP" order drug policy will be in effect and will apply, among others, to anticoagulants and antibiotics. Orders will be automatically discontinued in accordance with Hospital policy (*Automatic Stop Orders*). This policy will be reviewed annually by the pharmacy department. Notwithstanding the above, a provider is permitted to order any drug for a specific length of time so long as the length of time is clearly stated in the orders.
- (k) The physician or APP is responsible for ensuring that an indication or diagnosis is present in the medical record for every medication prescribed.

2.4. Verbal Orders:

- (a) A verbal order (either in person or via telephone) for medication or treatment will be accepted only under urgent or emergent circumstances when it is impractical for such an order to be entered electronically (or written if EMR not available) by the responsible practitioner.
- (b) Verbal orders shall identify the date and time of entry into the medical record, the names of the individuals who gave, received, and implemented the order, and shall be authenticated promptly, in accordance with time frames established by Hospital policy.
- (c) Verbal orders for chemotherapy will not be accepted.
- (d) The following are the personnel authorized to receive and record verbal or telephone orders:

- (1) a member of the Medical Staff or APP;
 - (2) a credentialed physician assistant or nurse practitioner as permitted by their clinical privileges and scope of practice;
 - (3) a professional nurse;
 - (4) a pharmacist who may transcribe a verbal order pertaining to medications;
 - (5) a respiratory therapist who may transcribe a verbal order pertaining to respiratory therapy treatments;
 - (6) a physical therapist who may transcribe a verbal order pertaining to physical therapy treatments;
 - (7) a radiology technologist who may transcribe a verbal order pertaining to radiological tests and/or therapy treatments;
 - (8) an occupational therapist who may transcribe a verbal order pertaining to occupational treatments;
 - (9) a speech therapist who may transcribe a verbal order pertaining to speech therapy;
 - (10) a nuclear medicine technologist who may transcribe a verbal order pertaining to nuclear medicine; and
 - (11) a diagnostic medical sonographer who may transcribe a verbal order pertaining to diagnostic sonography.
- (e) For verbal or telephone orders or for telephonic reporting of critical test results, the complete order or test result must be verified by having the person receiving the information record and "read-back" the complete order or test result.

2.5. Standing Order Protocols:

- (a) For all standing orders, order sets and protocols, review and approval of the Medical Executive Committee is required. Where appropriate, input will be sought from nursing and pharmacy. Prior to approval, the Medical Executive Committee will confirm that the standing order, order sets, and protocols are consistent with nationally recognized and evidence-based guidelines. The Medical Executive Committee will also take appropriate steps to ensure that there is periodic and regular review of such orders and protocols. All standing orders, order sets and protocols will identify well-defined clinical scenarios for when the order or protocol is to be used.
- (b) If the use of a standing order, order set or written protocol has been approved by the Medical Executive Committee, the order or protocol will be initiated for a patient only

by an order from a practitioner responsible for the patient's care in the Hospital and acting within his or her scope of practice.

- (c) When used, standing orders, order sets and protocols must be dated, timed, and authenticated promptly in the patient's medical record by the ordering practitioner or another practitioner responsible for the care of the patient.

2.6. Progress Notes:

- (a) Progress notes shall be written by the physician and Advanced Practice Providers, as permitted by their clinical privileges or scope of practice. Whenever possible, each of the patient's clinical problems should be clearly identified in the progress notes and correlated with specific orders as well as results of tests and treatments.
- (b) Progress notes will be written at least daily for all patients who have been admitted to the Hospital.

2.7. Authentication:

- (a) Authentication means to establish authorship by written signature or identifiable initials and may include written signatures, written initials, or computer entry using electronic signatures.
- (b) All entries in the medical record must be dated, timed, and authenticated by the person making the entry. Each entry must be individually authenticated per policy.
- (c) A single signature on the face sheet of a record will not suffice to authenticate the entire record. Entries must be individually authenticated as set forth in this section.

2.8. Delinquent Medical Records:

- (a) It is the responsibility of each physician to prepare and complete medical records in a timely fashion in accordance with the specific provisions of these Rules and Regulations and other relevant policies of the Hospital.
- (b) Each medical record, including short stay medical records, will be completed following discharge within the timeline specified per policy (*Medical Records Content and Revisions Policy, MS-006*). If the record is incomplete after the time specified per

policy after discharge, the HIM Department will notify the provider, in writing, of the due date for completing the record. If the record remains incomplete, the provider will be notified in writing of the delinquency and that his or her clinical privileges have been automatically relinquished. The relinquishment will remain in effect until all of the provider's records are no longer delinquent.

- (c) Failure to complete the medical records that caused the automatic relinquishment of clinical privileges within 30 days from the relinquishment will constitute an automatic resignation of appointment from the Medical Staff and of all clinical privileges.
- (d) Any requests for special exceptions to the above requirements will be submitted by the provider to the HIM Department and considered by the Medical Executive Committee.
- (e) Except in rare circumstances, when approved by the Chief Administrative Officer or Chief Medical Officer, no physician or other individual will be permitted to complete a medical record on an unfamiliar patient in order to retire that record.

ARTICLE III

CONSULTATIONS

3.1. General:

- (a) Any individual with clinical privileges at the Hospital may be requested to provide a consultation within his or her area of expertise.
- (b) The attending physician will be responsible for requesting a consultation when indicated. Providers requesting an emergency (STAT) consultation shall personally contact the consulting physician when practical and feasible.
- (c) If the history and physical are not part of the patient's medical record, it will be the responsibility of the attending physician to provide this information to the consultant.
- (d) Once a consulting physician is involved in the care of the patient, the attending physician and consulting physician are expected to review each other's notes on a daily basis until such time as the consultant has signed off on the case or the patient is discharged.
- (e) If a nurse employed by the Hospital has any reason to doubt or question the care provided to any patient or believes that appropriate consultation is needed and has not been obtained, that nurse will notify his or her superior who, in turn, may refer the matter to the Hospital Administrator on call. The Hospital Administrator may bring the matter to the attention of the VPMA, Department or Section Chief in which the member in question has clinical privileges. Thereafter, the VPMA, Department or Section Chief may request a consultation after discussion with the attending physician.
- (f) In circumstances of grave urgency, or where consultation is required by these rules and regulations or imposed by the Medical Executive Committee, the Board, the Chief Administrative Officer or the Chief of Staff, the appropriate Department or Section Chief will at all times have the right to call in a consultant or consultants.

3.2. Required Consultations:

- (a) Consultations will be required in all non-emergency cases whenever requested by the patient or the patient's representative, if the patient is incompetent.
- (b) Except in an emergency, consultations are also required in all cases which, in the judgment of the attending physician:

- (1) The patient is not a good risk for operation or treatment;
- (2) The diagnosis is obscure after ordinary diagnostic procedures have been completed;
- (3) There is doubt as to the best therapeutic measures to be used;
- (4) Unusually complicated situations are present that may require specific skills of other practitioners;
- (5) The patient exhibits severe symptoms of mental illness or psychosis; or
- (6) As required by clinical privileges granted to a physician.

3.3. Contents of Consultation Report:

Each consultation report will be completed in a timely manner and will contain a written opinion and recommendations by the consultant that reflect, when appropriate, an actual examination of the patient and the patient's medical record. A statement, such as "I concur," will not constitute an acceptable consultation report. The consultation report will be made a part of the patient's medical record.

3.4. Psychiatric Consultations:

Psychiatric consultation and treatment will be requested for and offered to all patients who have engaged in self-destructive behavior (e.g., attempted suicide, chemical overdose). If psychiatric care is recommended, evidence that such care has at least been offered and/or an appropriate referral made must be documented in the patient's medical record.

3.5. Mandatory Consultations:

- (a) When, as a result of peer review activities, a consultation requirement is imposed by the Medical Executive Committee, or the Board, the required consultation will not be rendered by an associate or partner of the attending physician unless no other option is available.
- (b) Failure to obtain mandatory consultations may result in a further professional review action

3.6. Time Limits:

Routine consultation requests should be seen within twenty-four (24) hours, unless prior arrangements have been made between the two physicians involved. Emergency (STAT) consultation requests should be seen as soon as possible (within 30 minutes), with arrangements being made between the two physicians involved.

ARTICLE IV

DISCHARGE PLANNING AND DISCHARGE SUMMARIES

4.1. Who May Discharge:

Patients will be discharged only upon an order of the attending physician. Should a patient leave the Hospital against the advice of the attending member, or without proper discharge, a notation of the incident will be made in the patient's medical record, and the patient will be asked to sign the Hospital's release form.

4.2. Identification of Patients in Need of Discharge Planning:

- (a) All patients who are likely to suffer adverse health consequences upon discharge if there is no adequate discharge planning shall be identified at an early stage of hospitalization.
- (b) Criteria to be used in making this evaluation include:
 - (1) functional status;
 - (2) cognitive ability of the patient; and
 - (3) family support.

4.3. Discharge Planning:

- (a) Discharge planning will be an integral part of the hospitalization of each patient and an assessment will commence as soon as possible after admission. The discharge plan and assessment, which includes an evaluation of the availability of appropriate services to meet the patient's needs after hospitalization, will be documented in the patient's medical record. When the Hospital's personnel determine no discharge planning is necessary in a particular case, that conclusion must be noted on the medical record of the patient.
- (b) Discharge planning will include determining the need for continuing care, treatment, and services after discharge or transfer.

4.4. Discharge Summary:

- (a) A concise discharge summary providing information to other caregivers and facilitating continuity of care shall include the following:
 - (1) reason for hospitalization;
 - (2) significant findings;
 - (3) procedures performed and care, treatment, and services provided;
 - (4) discharge medication(s)
 - (5) condition at discharge; and
 - (6) information provided to the patient and family, as appropriate.
- (b) The discharge summary shall be recorded by the discharging physician unless documentation in the physician discharge note states otherwise. Countersignature requirements for discharge summaries appear in the *Medical Record Content and Revisions Policy, MS-006*.
- (c) For patients who are being transferred to a nursing facility, another hospital, or an acute rehabilitation center, the discharge summary must be completed at the time of transfer.

4.5. Discharge of Minors and Incapacitated Patients:

Any individual who cannot legally consent to his or her own care will be discharged only to the custody of parents, legal guardian, or another responsible party unless otherwise directed by the parent, guardian, or court order. If the parent or guardian directs that discharge be made otherwise, that individual will so state in writing and the statement will become a part of the permanent medical record of the patient.

4.6 Against Medical Advice:

If a patient insists on leaving the Hospital against medical advice, or without proper discharge, a notation of the incident will be made in the patient's medical record and the patient will be asked to sign a "Discharge Against Medical Advice" form.

ARTICLE V

TRANSFERS

5.1. Transfers from The Hospital:

- (a) The transfer of a patient with an emergency medical condition from the Emergency Department to another hospital will be made in accordance with the Hospital's applicable policy and in compliance with all applicable state and federal laws, such as EMTALA.
- (b) Before any such transfer occurs, a physician must see the patient and enter a certification in the patient's medical record indicating that the medical benefits to be received at another medical facility outweigh the risk to the patient of being transferred (including, in the case of a woman in labor, the risks to the unborn child).

5.2 All Other Patient Transfers from The Hospital:

- (a) General- The process for providing appropriate care for a patient for all other transfers from the Hospital to another facility includes:
 - (1) assessing the reason(s) for transfer;
 - (2) establishing the conditions under which transfer can occur
 - (3) evaluating the mode of transfer/transport to assure the patient's safety; and
 - (4) ensuring that the organization receiving the patient also receives necessary medical information and assumes responsibility for the patient's care after arrival at that facility.
- (b) Procedures- Patients will be transferred to another hospital or facility based on the patient's needs and the Hospital's capabilities. The responsible practitioner will take the following steps as appropriate under the circumstances:
 - (1) identify the patient's need for continuing care in order to meet the patient's physical and psychosocial needs;
 - (2) inform patients and their family members (as appropriate), in a timely manner, of the need to plan for a transfer to another organization;

- (3) involve the patient and all appropriate practitioners, Hospital staff, and family members involved in the patient's care, treatment, and services in the planning for transfer; and
 - (4) provide the following information to the patient whenever the patient is transferred:
 - (i) the reason for the transfer;
 - (ii) the risks and benefits of the transfer; and
 - (iii) available alternatives to the transfer.
- (c) Provision of Information- When patients are transferred, the responsible practitioner will provide appropriate information to the accepting practitioner/facility, including:
- (1) reason for transfer;
 - (2) significant findings;
 - (3) a summary of the procedures performed, and care, treatment and services provided;
 - (4) condition at discharge;
 - (5) information provided to the patient and family, as appropriate; and
 - (6) working diagnosis.
- (d) Patient Requests- When a patient requests a transfer to another facility, the responsible practitioner will:
- (1) explain to the patient his or her medical condition;
 - (2) inform the patient of the benefits of additional medical examination and treatment;
 - (3) inform the patient of the reasonable risks of transfer;
 - (4) request that the patient sign the transfer form acknowledging responsibility for his or her request to be transferred; and
 - (5) provide the receiving facility with the same information outlined in 5.2.c. above.

A patient will not be transferred to another facility unless prior arrangements for admission have been made.

ARTICLE VI

PHARMACY

6.1 General Rules:

- (a) All drugs and medications administered to patients shall be those listed in the latest edition of: “United States Pharmacopeia”, “National Formulary”, “Physician’s Desk Reference”, “American Hospital Formulary Service”, or “A.M.A. Drug Evaluation” and Hospital formulary.
- (b) The use of investigational or experimental drugs in clinical investigations shall be subject to the rules established by the Medical Executive Committee and the Institutional Review Board and as outlined in the approved Hospital formulary.
- (c) The pharmacist may dispense the generic equivalent drug which has been accepted for the formulary by the Medical Executive Committee when a trade name is prescribed. A Medical Staff member may object to the use of the generic equivalent for a particular patient and may request the specific product by directly contacting the Pharmacy.
- (d) Medication errors and adverse drug reactions will be immediately reported to the attending physician, the director of pharmaceutical services, and reviewed in accordance with applicable Hospital policy.
- (e) Information relating to medication interactions, therapy, side effects, toxicology, dosage, indications for use and routes of administration will be readily available to members of the Medical Staff, APPs, and other Hospital personnel.

6.2 Storage and Access:

- (a) In order to facilitate the delivery of safe care, medications and biologicals will be controlled and distributed in accordance with Hospital policy, consistent with federal and state law.
 - (1) All medications and biologicals will be kept in a secure area and locked unless under the immediate control of authorized staff.
 - (2) Medications listed in Schedules II, III, IV, and V of the Comprehensive Drug Abuse Prevention and Control Act of 1970 will be kept locked within a secure area.
 - (3) Only authorized personnel may have access to locked or secure areas.

(b) Abuses and losses of controlled substances will be reported, in accordance with applicable federal and state laws, to the individual responsible for the pharmaceutical service, and to the CAO.

ARTICLE VII

EMERGENCY SERVICES

7.1 General

Emergency services and care will be provided to any person who comes to the emergency department, as that term is defined in the EMTALA regulations, whenever there are appropriate facilities and qualified personnel available to provide such services or care. Such emergency care will be provided without regard to the patient's insurance status, economic status, or ability to pay for medical services.

7.2. Medical Screening Examinations

- (a) Medical screening examinations, within the capability of the Hospital, will be performed on all individuals who come to the Hospital requesting examination or treatment to determine the presence of an emergency medical condition. Qualified Medical Personnel ("QMP") who can perform medical screening examinations within applicable Hospital policies and procedures are defined as:
 - (1) Emergency Department:
 - (i) Members of the Medical Staff with clinical privileges in Emergency Medicine;
 - (ii) other Active Staff members; and
 - (iii) appropriately credentialed APPs.

7.3 Documentation Requirements

- (a) An appropriate medical record shall be kept for every patient receiving care in the Emergency Department. The record shall include:
 - (1) Adequate patient identification;
 - (2) Information concerning the time of the patient's arrival, means of arrival, and by whom transported;
 - (3) Pertinent history of the injury or illness including details relative to first aid or emergency care given the patient prior to his arrival at the hospital;
 - (4) Description of significant clinical, laboratory, and roentgenologic findings;

- (5) Diagnosis;
 - (6) Treatment given or offered;
 - (7) Condition of the patient on discharge or transfer; and
 - (8) Final disposition, including instruction given to the patient and/or his family, relative to necessary follow-up care.
- (d) Each patient's medical record shall be signed by the physician in attendance that is responsible for its clinical accuracy.

7.4 Length of Stay in the Emergency Department

When the decision to hospitalize a patient is made, admission should be carried out promptly. Workups for admission to the hospital should not be done in the Emergency Department merely for the sake of convenience. It is the policy of the Hospital that extensive evaluations, prolonged periods of observation, and extraordinary procedures or therapy will not be conducted in the Emergency Department.

7.5 Disaster Plan

- (a) There shall be a plan for the care of mass casualties at the time of any major disaster, based upon the Hospital's capabilities in conjunction with other emergency facilities in the community. It shall be developed by a committee which includes at least three members of the Medical Staff and a member of Hospital Administration or his/her designee. When approved by the Medical Staff and Board of Directors, the plan shall be readily available in the Medical Staff Office.
- (b) The disaster plan should make provisions within the Hospital for:
 - (1) Availability of adequate basic utilities and supplies, including gas, water, food, and essential medical and supportive materials;
 - (2) An efficient system of notifying and assigning personnel;
 - (3) Unified medical command under the direction of a designated physician;
 - (4) Conversion of all usable space into clearly defined areas for efficient triage, for patient observation, and for immediate care;
 - (5) Prompt transfer, when necessary, and after preliminary medical or surgical services have been rendered, to the facility most appropriate for administering definitive care;
 - (6) A special disaster medical record, such as an appropriately designed tag, that accompanies the casualty as he is moved;

- (7) Procedures for the prompt discharge or transfer of patients in the Hospital who can be moved without jeopardy;
 - (8) Maintaining security in order to keep relatives and curious persons out of the triage area; and
 - (9) Pre-establishment of a public information center and assignment of public relations liaison duties to a qualified individual. Advance arrangements with communications media will help to provide organized dissemination of information.
-
- (i) All providers shall be assigned to posts either in the Hospital or in the auxiliary hospital, or in mobile casualty stations and it is their responsibility to report to their assigned stations. A designated Hospital Administrator and the Chief Administrative Officer of the Hospital will work as a team to coordinate activities and directions. In cases of evacuation of patients from one section of the hospital to another or evacuation from Hospital premises, the Hospital Administrator during the disaster will authorize the movement of patients. All policies concerning direct patient care will be a joint responsibility of the Department Chiefs and the Chief Administrative Officer of the Hospital. In their absence, the Section Chiefs and an alternate in administration are next in line of authority, respectively.
 - (j) The disaster plan should be rehearsed at least twice a year, with at minimum one full-scale exercise as part of a coordinated drill in which other community emergency service agencies participate. The drills must involve the Medical Staff, as well as administrative, nursing and other hospital personnel. Actual evacuation of patients during drills is optional. A written report and evaluation of all drills shall be made.

ARTICLE VIII

ETHICAL CONSIDERATIONS

8.1 Ethics Consultation

A consultation regarding ethical issues may be requested of the Medical Executive Committee or Ad Hoc Ethics Committee by all appropriate staff, patients, and, when appropriate, family members or surrogate decision-makers. Prior to consultation, the Ethics Committee shall inform the attending physician of the request.

8.2 Code of Conduct:

The Medical Staff and APPs are expected to comply with the Hospital and Medical Staff codes of conduct.

ARTICLE IX

MISCELLANEOUS

9.1. Special Care Units

For special care units such as recovery rooms, intensive care units of all kinds, coronary care units, newborn nurseries, and areas of therapy, appropriate committees of the Medical Staff should adopt specific regulations. These regulations should be subject to the approval of the Medical Executive Committee and the Board of Directors in the same manner as service rules and regulations.

9.2 Advance Directives

Advance directives include but are not limited to health care proxy, consent to do not resuscitate (DNR) orders, and living will. Members of the Medical Staff and APPs shall comply with all applicable statutory and regulatory requirements. All members of the Medical Staff and APPs shall protect and support the patient's rights to formulate health care proxies and other advance directives. (*Advance Directives Policy*)

9.3 DNR

All members of the Medical Staff and APPs shall comply with all applicable laws and regulations regarding do not resuscitate (DNR). The attending physician is required to document a patient's eligibility and consent for DNR in the patient's medical record and/or designated DNR form.

9.4 Autopsies

- (a) The Medical Staff should attempt to secure autopsies in accordance with state and local laws. Hospital autopsies are only performed when the cases are not under the jurisdiction of the Medical Examiner. The attending physician must be notified when an autopsy is to be performed.
- (b) The body of a deceased patient can be subjected to disposition only with the consent of the parent, legal guardian, or responsible person, and only after an entry has been made and signed in the deceased patient's medical record by the attending physician or other designated member of the Medical Staff.
- (c) Provisional anatomic diagnoses shall be recorded in the medical record within 24 hours and the complete protocol should be made part of the medical record within 60 days of the procedure.

- (d) The Medical Staff shall be actively involved in the assessment of the use of developed criteria for autopsies.

9.5 Deaths

- (a) In the event of a hospital death, the deceased shall be pronounced dead by a physician or if no physician is available, an APP, as soon as possible after death or birth in the case of fetal death, if the period of gestation is greater than 20 weeks. The attending physician or his designee is responsible for pronouncement and notifying the next of kin in a timely fashion.(b) The death certification must be signed by the attending physician or primary care physician unless the death is a Medical Examiner's case, in which event the death certificate may be issued only by the Medical Examiner.
- (c) Reporting of deaths to the Medical Examiner's office shall be carried out when required by, and in conformance with applicable statute and per policy.
- (d) A death summary must be entered into the medical record and must contain the following:
 - (1) any intervention on the part of the physician, APP, or registered nurse in attendance at the time of death;
 - (2) physical findings leading to ascertainment of death;
 - (3) documentation of interaction with family or responsible party regarding an autopsy.(e) The body may not be released until an appropriate entry by the physician has been made and signed in the patient's medical record. The disposition of the body is then in accordance with the patient/family request unless it is a Medical Examiner's case in which state law and policies are followed.

9.6 Self-Treatment and Treatment of Family Members:

- (a) Members of the Medical Staff are strongly discouraged from treating themselves, except in an emergency situation or where no viable alternative treatment is available.
- (b) No member of the Medical Staff or an APP will admit, treat, or participate in surgery of a member of his or her immediate family, including spouse, parent, child, or sibling. This prohibition is not applicable to in-laws or other relatives.

- (c) An exception to this prohibition will be made if the patient's disease is so rare or exceptional and the physician is considered an expert in the field or in an emergency situation.

9.7. Orientation of New Providers:

- (a) Each new provider will be assigned by the appropriate Department Chief to a member of the Medical Staff for purposes of orientation to the Hospital and its environment.
- (b) The Hospital medical records department and nursing service will orient new providers as to their respective areas, detailing those activities and/or procedures that will help new staff members in the performance of their duties

9.8 Release of Patient Information to Press/Media

The Hospital Administration is responsible for initiating and handling all press/media inquiries about patients, clinical developments, research, and all other Hospital matters. All staff members should consult with Hospital Administration prior to any press contact.

9.9 Legal Affairs:

(a) Service of Legal Papers

When members of the Medical or APP Staff are served any legal paper concerning their clinical activities at the Hospital, they should immediately notify Legal Counsel of the Hospital.

(b) Contact by Investigator

A provider contacted by any government or private investigator regarding patient care activities within the Hospital should contact Hospital Administration and/or Legal Counsel of the Hospital before submitting to questioning.

(c) Findings Reportable to Government Agencies

Providers are responsible for reporting a variety of diseases and crime-related wounds and injuries to the police, Coroner, or other government agencies.

9.10 HIPAA Requirements:

All members of the Medical Staff and APPs will:

- (a) adhere to the security and privacy requirements of HIPAA, meaning that only a responsible practitioner may access, utilize, or disclose protected health information; and
- (b) complete any applicable HIPAA compliance and privacy training that is required by the Hospital.

ARTICLE X

ADOPTION

These rules and regulations are adopted and made effective upon approval of the Board, superseding and replacing any and all other rules and regulations, policies, manuals of the Medical Staff, or the Hospital policies pertaining to the subject matter thereof.

They may be amended pursuant to the process set forth in the Medical Staff Bylaws.

Adopted by the Medical Staff on:

Date: _____

Chief of Staff

Approved by the Board on:

Date: _____

Chairperson, Board of Directors