

Written Policies, Procedures & Agreements

Use the checklist below to ensure you have all of the documents ready for review when your hospital is surveyed. This document is intended only to serve as a guide.

- An agreement to participate in a network communications system if the CAH is in a network that participates in such a system.
- A policy or procedure, and if provided, contractually, an agreement or arrangement, for services for the procurement, safekeeping and transfusion of blood, including the availability of blood products needed for emergency patients 24-hours-per-day.
- A procedure which demonstrates how the CAH, in coordination with local response systems, has a doctor of medicine or osteopathy immediately available by telephone or radio on a 24-hour-a-day basis to receive emergency calls, provide treatment information and refer patients to the CAH or to other appropriate locations for treatment.
- Evidence (e.g., minutes of board meetings of the governing body) which establishes that the CAH governing body or responsible, individual assumes full responsibility for determining, implementing and monitoring all CAH policies governing CAH operations.
- Disclosure information showing the principal owners of the CAH, the person principally responsible for CAH operations, and the person responsible for medical direction in the CAH.
- Written policies and procedures that cover all health care services provided at the CAH.
- Rules for the storage, handling, dispensing, and administration of drugs and biologicals.
- Procedures for reporting adverse drug reactions and errors in the administration of drugs.
- A system for identifying, reporting, investigating and controlling infections and communicable diseases of patients and personnel.
- Procedures that ensure that the nutritional needs of inpatients are met.
- A procedure for the annual review of policies by the professional staff.
- Emergency medical procedures as a first response to common life-threatening injuries and acute illness.
- Agreements or arrangements with one or more providers or suppliers participating under Medicare to furnish other services to its patients.
- Policies and procedures regarding who is allowed to administer anesthetics to CAH patients.
- Policies, procedures and/or other documentation that demonstrate that the CAH carries out the periodic evaluation of its total program.
- A quality assurance program to evaluate the quality and appropriateness of the diagnosis and treatment furnished at the CAH.