

HAYSMED

**MEDICAL STAFF
RULES AND REGULATIONS**

TABLE OF CONTENTS

	<u>PAGE</u>
I. DEFINITIONS.....	1
II. ADMISSION.....	4
1. Who May be Admitted.....	4
2. Who May Admit Patients.....	4
3. Admitting Appointee's Responsibilities.....	4
4. Care of Unassigned Patients.....	5
5. Dental Patients.....	6
6. Podiatric Patients.....	7
7. Alternate Coverage.....	7
8. Transfer of Patients.....	8
9. Priorities for Admission.....	8
10. Transfer of Priorities.....	10
11. Emergency Admissions.....	10
12. Special Care Units.....	11
13. Continued Hospitalization.....	11
14. Restraints.....	11
III. MEDICAL ORDERS.....	15
1. General Requirements.....	15
2. Who May Write Orders.....	16
3. Verbal Orders.....	16
4. Orders for Specific Procedures.....	18
IV. MEDICAL RECORDS.....	20
1. General Rules.....	20
2. Authentication.....	22
3. Contents.....	23
4. Progress Notes.....	25
5. Surgical Records.....	26
6. Operative Reports.....	27
7. Anesthesia Note.....	28
8. Pathology Reports and Disposition of Surgical Specimens.....	28
9. Obstetrical Records.....	29
10. Special Requirements for Medical Records of Cancer Patients.....	29
11. Medical Information from Other Hospital or Health Care Facilities.....	30
12. Discharge Summaries.....	30
13. Delinquent Medical Records.....	31
14. Possession, Access and Release.....	31
15. Filing of Medical Records.....	33

16.	Electronic Medical Record.....	33
V.	CONSULTATIONS.....	36
1.	General.....	36
2.	Who May Give Consultations.....	37
3.	Recommended Consultations.....	37
4.	Psychiatric Consultations.....	37
5.	Surgical Consultations.....	38
6.	Mandatory Consultations.....	38
7.	Contents of Consultation Report.....	39
VI.	INFORMED CONSENT.....	40
1.	Responsibility for Obtaining Informed Consent.....	40
2.	Definitions.....	42
3.	Who May Consent.....	43
4.	Incompetent Patients.....	43
5.	Unusual Cases.....	44
6.	Surgical Procedure Resulting in Sterilization.....	45
7.	Refusal to Consent.....	45
8.	Documenting Informed Consent.....	46
VII.	PHARMACY.....	47
1.	General Rules.....	47
2.	Patient's Own Drugs or Devices.....	48
3.	Medication Errors; Adverse Reactions.....	48
4.	Stop Orders.....	49
VIII.	INFECTION PREVENTION.....	50
IX.	ADVANCED HEALTH CARE DIRECTIVES.....	51
1.	Patients' Rights.....	51
2.	Physician Responsibilities.....	51
X.	DISCHARGE.....	52
1.	Who May Discharge.....	52
2.	Discharge Planning.....	52
3.	Discharge of Minors and Incompetent Patients.....	53
4.	Autopsies and Disposition of Bodies.....	53
5.	Coroner's Cases.....	54
XI.	MISCELLANEOUS.....	55

1.	Disaster Plan.....	55
2.	Reports.....	55
3.	General Rules Regarding Medical Staff Affairs.....	55
4.	Research Activities.....	56
5.	Orientation of New Medical Staff Appointees.....	56
6.	Harassment.....	57
XII.	RESEARCH POLICY.....	59
XIII.	DEPARTMENTAL RULES AND REGULATIONS.....	60
XIV.	AMENDMENTS.....	61
	APPENDICES.....	62
	APPENDIX A – Special Care Unit Procedures.....	62
	APPENDIX B – Operating Room Procedures.....	65
	APPENDIX C – Procedures for Obstetrical Care.....	72
	APPENDIX D – Procedures for the Nursery and Care of Newborns.....	76
	APPENDIX E – Procedures for Medical Screening Examinations in the Emergency Department.....	81
	APPENDIX F – Medication Reconciliation	82