Attachment D

Approval Process Guidelines When a new policy is developed, or after revision of an existing policy, the following pathway for approval is followed: *When a form (that will be scanned into the EHR) is attached to a policy, the form must first be approved by the Author revises Author Forms Committee prior to existing policy develops new sending to concurrences; to avoid delay email approval is policy acceptable. **If there are new or updated hyperlinks in the policy IT/EPIC must be notified. **Medical Executive Committee Author emails policy and all policy review triggers: attachments to Quality, Risk - Departmental Medical Directors ***Policies that require and concurrences may at their discretion request Committee approval should be MEC review. added to the Committee's - Policies that cross multiple meeting agenda for review and If further If further disciplines should be considered approval. Approval should be edits, revise edits, revise for MEC review. noted in the Minutes. and resend and resend When policies require medical Policy Type staff approval, the appropriate Non-nursing Nursing department chair and administrative leader will present the policy at the Author requests: a) Author requests: a) departmental medical staff concurrence from approver concurrence from approver meeting. Meeting schedules and b) policy upload and b) policy upload are available from the Medical Staff Office. Request that policy review be added to the meeting agenda. **Garnet Health Garnet Garnet Health Garnet Health** Garnet Health: When a policy MC Health -**Catskills** Non-nursing: requires an expedited Medical Author sends Author sends Catskills Executive Staff review, it can be emailed policy to Assistant, Policy policy to Author sends directly to the Medical **Nursing** Liaison uploads Policy & policy to Executive Committee by the policy and notifies Professional Procedure Policy & Medical Staff Office, the Chief policy author Development Committee Procedure Medical Officer, the President Facilities: (NPD) for via email for Committee of the Medical Staff, or the Vice Manager of review and review and via email for President of the Medical Staff. Emergency approval approval review and Management Catskills: When a policy uploads policy and requires Medical Executive notifies policy Committee approval, the CNO author presents to the CRMC Medical Policy Policy NPD Secretary Board via email for review and uploaded to uploaded to uploads policy Medworxx Medworxx on Intranet and notifies policy author