**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 Forms Committee prior to sending to concurrences; to avoid delay email approval is acceptable.

\*\*If there are new or updated hyperlinks in the policy IT/EPIC must be notified.

Author revises existing policy

Author develops new policy developed

**\*\*Medical Executive Committee policy review triggers:**

- Departmental Medical Directors may at their discretion request MEC review.

- Policies that cross multiple disciplines should be considered for MEC review.

**\*\*\***Policies that require Committee approval should be added to the Committee’s meeting agenda for review and approval. Approval should be noted in the Minutes.

When policies require medical staff approval, the appropriate department chair and administrative leader will present the policy at the departmental medical staff meeting. Meeting schedules are available from the Medical Staff Office. Request that policy review be added to the meeting agenda.

**Garnet Health:** When a policy requires an expedited Medical Staff review, it can be emailed directly to the Medical Executive Committee by the Medical Staff Office, the Chief Medical Officer, the President of the Medical Staff, or the Vice President of the Medical Staff.

**Catskills:** When a policy requires Medical Executive Committee approval, the CNO presents to the CRMC Medical Board via email for review and approval.

Author emails policy and all attachments to Quality, Risk and concurrences

If further edits, revise and resend

If further edits, revise and resend

Non-nursing

Nursing

Policy Type

Author requests: a) concurrence from approver and b) policy upload

Author requests: a) concurrence from approver and b) policy upload

**Garnet Health**

**Non-nursing:**

Executive Assistant, Policy Liaison uploads policy and notifies policy author

**Facilities:**

Manager of Emergency Management uploads policy and notifies policy author

**Garnet Health Catskills**

Author sends policy to Policy & Procedure Committee via email for review and approval

**Garnet Health MC**

Author sends policy to Nursing Professional Development (NPD) for review and approval

**Garnet Health - Catskills**

Author sends policy to Policy & Procedure Committee via email for review and approval

u

NPD Secretary uploads policy on Intranet and notifies policy author

Policy uploaded toMedworxx

Policy uploaded toMedworxx