

Approved By:	Board of Directors	Adopted Date:	08/01/2017
Distribution:	All Staff	Revision Date(s):	
Category:	Administration & Governance	Reviewed Date:	

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PURPOSE:

This policy outlines both the process for creating and approval of organizational policies for the Open Door Community Health Centers.

DEFINITION:

Policy: A document created to express the organizational culture, goals and philosophy that promotes consistency and operational efficiency. This document enhances the organization's mission and reduces institutional risk. A policy requires ODCHC Board of Directors approval before implementation.

Procedure/Process: A document that clearly defines tasks and how they will be accomplished. They also document a course of action accomplished in a defined order, ensuring the consistent and repetitive approach to a process. A procedure/process does need Executive Team approval before implementation, but does not need ODCHC Board of Directors approval.

POLICY:

Policies of the Open Door Community Health Centers will be created with patient safety, staff relations, and regulatory compliance in mind.

- Policies will be written using the ODCHC Policy, Procedure, Protocol Guidebook.
- All new policies will be reviewed by the Policy Review Committee.
- The Executive Sponsor of each policy category is outlined in the Policy Management Table. Policy ownership, maintenance and upkeep will be the responsibility of the Executive Sponsor or their designee.
- The Compliance Officer is responsible for facilitating all aspects of the Policy & Procedure/Protocol approval process as outlined in the ODCHC Policy, Procedure, Protocol Guidebook.
- Policies will be reviewed annually and the date documented on the policy.

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Policy Management Table			
Policy Abbrev.	Policy Categories	Executive Sponsor	Annual Review
AG	Administration & Governance	Chief Operations Officer	1 st Qtr
BIL	Billing	Chief Financial Officer	3 rd Qtr
DS	Dental Services	Chief Operations Officer	2 nd Qtr
FIN	Finance	Chief Financial Officer	3 rd Qtr
HR	Human Resources	Chief Human Resources Officer	4 th Qtr
IM	Information Management	Chief Operations Officer	4 th Qtr
MS	Medical Services	Chief Medical Officer	2 nd Qtr

REFERENCES:

UC Santa Barbara Policy Style Guide

UC Santa Cruz Guide to Writing Policy and Procedure documents.

ASSOCIATED DOCUMENTS:

Policy, Procedure, Protocol Guidebook

KEYWORD TAGS:

Policy, approval, process, owner, ownership