

## AG.102 REQUIRED DOCUMENTS

Approved By:	Board of Directors	Adopted Date:	Unknown
Distribution:	Site Administrators, RN Coordinators	Revision Date(s):	06/00, 10/02, 08/04, 11/08, 03/09, 08/12, 04/13, 2/18
Category:	Administration and Governance	Reviewed Date(s):	

Printed copies are for reference only. Please refer to the electronic copy of this document for the latest version.

### PURPOSE:

To assure each health center maintains current copies of certain documents on site. These documents are selected to meet the requirements of federal, state and local licensing and regulations, and to ensure that basic information is kept current and made available to health center staff and the public.

### POLICY:

It is the policy of Open Door Community Health Centers (ODCHC) that current copies of the following documents shall be maintained at each health center.

The following items shall be prominently displayed in the reception area(s) of each health center:

- Current Health Center License (expired licenses are to be sent to the Operations Department for filing)
- Names and titles of licensed providers
- Hours of operations
- Notice of Community Service and Non-Discrimination
- Notice of Privacy Practices
- Notice of Availability of Free Interpreter Services

The following items shall be retained as part of this policy:

- Delegation of Authority, documenting the name of the Site Administrator and designating individuals with delegated authority in the Site Administrators absence
- Current list of services and procedures available at the Health Center
- Health Center floor plan
- Health Center organizational chart
- Current ODCHC Evidence of Insurance showing all coverages
- Hospital transfer agreement(s)
- Medical Waste transfer agreement(s)
- Current health center phone list

Site Administrators are responsible for ensuring the above items are kept on site and accessible. Currency and completeness of the required documents shall be reviewed quarterly as part of the Injury, Illness and Prevention Program Inspection Checklist. Questions or concerns regarding this policy should be directed to the Chief Operations Officer.

### REFERENCES:

None

### ASSOCIATED DOCUMENTS:

OPS.001 Required Documents (Retired)

OPS.068 Available Services

Required Documents Poster

ODCHC Form #68 Notice of Privacy Practices

### KEYWORD TAGS:

Document, required, license, Partnership, PHC, CDPH, licensing