



POLICY AND PROCEDURE

POLICY AND PROCEDURE MANUAL – MEDICAL/DENTAL

3022

PURPOSE:

The Bullhook Community Health Center’s Policy and Procedure Manual set forth, in writing and electronically, the policies and procedures of the Clinic. As such, the documents describe the way in which BCHC conducts its business of providing primary health care services. It is meant to be a dynamic document, created with involvement of the Board and Staff of the organization. Its purpose is to provide those involved with the Bullhook Community Health Center clear guidelines pertaining to policies of the clinical areas.

The policies and procedures set forth in the Policy and Procedure Manual will in no way be construed to violate or infringe upon federal laws pertaining to the operation of a federally funded community health center.

The Chief Medical Officer, Chief Dental Officer, Chief Executive Officer, Front Office Staff and Risk Management will all have a written copy of the manual. All staff members will be allowed and encouraged to refer to the manual in written or electronic form as needed.

_____ DATE _____
CHIEF EXECUTIVE OFFICER

_____ DATE _____
CHIEF MEDICAL OFFICER

_____ DATE _____
CHIEF DENTAL OFFICER

_____ DATE _____
CHAIR, BOARD OF DIRECTORS

Date: July 14, 2010
Approved – Policy/Compliance Committee

Date: July 30, 2010
Approved - Board of Directors