



521 4<sup>th</sup> Street Havre Montana 59501 • Phone: 406-395-4305 • Fax: 406-395-5643 • www.bullhook.com

---

## POLICY AND PROCEDURE

### PROTECTION FROM LITIGATION

6022

In order to protect Bullhook Community Health Center, it's Board of Directors and its employees from litigation, this policy must be followed at all times.

1. No employee shall discuss patient or visitor incidents with any person without the written consent of the Board of Directors
2. All patient and visitor incidents shall be reported in writing so that a written history of the incident will be available for future use
3. No employee shall make any statement that will commit Bullhook Community Health Center to a particular course of action in regards to a patient or visitor incident
4. Any court subpoenas directed to an employee or pertaining to a patient or visitor incident shall be reported immediately to the Chief Executive Officer and to the Board of Directors
5. No employee will discuss patient information with anyone unless it is necessary for patient care
6. Patient or visitor incidents include accidents, injuries, damages, verbal or physical conflicts or claims that may arise

\_\_\_\_\_ Date \_\_\_\_\_  
CHIEF EXECUTIVE OFFICER

\_\_\_\_\_ Date \_\_\_\_\_  
CHAIR, BOARD OF DIRECTORS

Date: 5/20/2009  
Approved – Policy/Compliance Committee

Date: 5/29/2009  
Approved - Board of Directors