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Facility Maintenance Records Policy

Policy 5011

Purpose:

The purpose of this policy is to describe the documentation that is maintained whenever Bullhook Community Health Center (BCHC) facilities are modified, and is for Health Insurance Portability and Accountability Act (HIPAA) compliance purposes.

Scope:

The scope of this policy is all BCHC facilities.

Policy:

It is the policy of BCHC to document repairs and modifications to physical components of our facilities which are related to security, including walls, doors, locks, security lighting and related equipment. Documentation shall include information about the reason for the repair; whether there has been installation or removal of facility security related items; the date of service; the service provider that provided the repair; outcome of the repair or modification; and the service provider's contact information.

Facility Maintenance Documentation

BCHC's CEO is responsible to ensure that facility modification and maintenance records are maintained.


 _____ Date: 1-8-2018
 CHIEF EXECUTIVE OFFICER


 _____ Date: 1/8/2018
 CHAIR, BOARD OF DIRECTORS

Date first adopted	06/24/2015
Date Revised/QI Board approval	06/24/2015, 12/29/2017
New date adopted/Board of Directors approval	07/13/2015, 01/08/2018