



**POLICY**

**HOURS OF OPERATION**

**3010**

**PURPOSE:**

To set forth the hours of operation of Bullhook Community Health Center.

**POLICY:**

Bullhook Community Health Center will provide services to patients daily, Monday through Friday from 7:00am to 6:00pm at the Medical Clinic, from 7:30am to 6:00pm at the Dental Clinic, from 7:00 am to 6:00 pm (groups as necessary) at the Behavioral Health Clinic and the Pharmacy from 8:30 am to 6:00 pm Monday through Thursday and 9:00am to 5:30pm on Fridays. The Clinic is not open on weekends, Saturday and Sunday. During non-business hours arrangements have been made for afterhours coverage (Policy 3034).

The following are exceptions to the above hours of operation:

1. Federal/State Holidays totaling 7.5 days per year. Holidays which fall on Saturday or Sunday will be celebrated on the National Holiday, usually the following Monday.
  - a. New Year's Day
  - b. Good Friday (1/2 Day)
  - c. Memorial Day
  - d. Independence Day
  - e. Labor Day
  - f. Thanksgiving Day
  - g. Friday following Thanksgiving Day
  - h. Christmas Day
  
2. Closure due to occurrences such as severe weather, hazardous spills, etc., that would affect the safety of the staff and patients of the Health Center.

Reduced hours/closure due to the absence of Medical/Dental Providers and staff for such things as continuing education, illness, etc.

  
 CHIEF EXECUTIVE OFFICER

Date 11-12-18

  
 CHAIR, BOARD OF DIRECTORS

Date 11-12-18

Date first adopted	07/19/2010
Date Revised/QI Board approval	07/19/2010, 04/29/2015, 04/26/2017, 01/31/2018, 11/12/18
New date adopted/Board of Directors approval	07/30/2010, 05/09/2015, 05/08/2017, 02/12/2018, 11/12/18