

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. The Clinic is not open on weekends, Saturday and Sunday. During nonbusiness hours arrangements have been made for afterhours coverage (Policy 3034).

The following are exceptions to the above hours of operation:

- I. Federal/State Holidays totaling 8.0 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 Eve (1/2 Day when on a weekday.)
  - i. 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.



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*Kynda Hall*

Date: 7/13/2020

CHIEF EXECUTIVE OFFICER

*Debi Whines*

Date: 7/21/2020

CHAIR, BOARD OF DIRECTORS

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, 06/24/2020
New date adopted/Board of Directors approval	07/30/2010, 05/09/2015, 05/08/2017, 02/12/2018, 11/12/18, 07/13/2020