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| Responsible Department: | Subject: |
| Number of Pages: | Replaces Policy \_\_\_\_\_/\_\_\_\_\_ (No./Date) |
| Effective Date: | Policy No. \_\_\_\_\_\_ |

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| Scope:  This policy applies to\_\_\_\_\_\_. (State “all employees” or name individual departments.) |
| Purpose:  The purpose of this policy is to\_\_\_\_\_\_\_\_\_. |
| Policy Statement:  It is the policy of Regional Medical Center that \_\_\_\_\_\_\_\_\_. |
| Procedure:   1. Step one    1. Sub-step 1A    2. Sub-step 1B 2. Step two    1. Sub-step 2A    2. Sub-step 2B |
| Documentation: [Specify what needs to be documented in the medical record or elsewhere.] |
| References:   1. First citation (law, regulation, journal article, etc.) 2. Second citation 3. Etc. |
| Attachments:   1. First document 2. Second document 3. Etc. |

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: This template assumes definitions are to be contained in the body of the policy. Alternatively, a section labeled “Definitions” could be added following the “Purpose” statement.

*Source*: J. Stuart Showalter, JD, MFS, contributing editor for HFMA.