Title of your policy goes here

Hospital
Policy Name
Department
Original Effective Date of Policy
Policy # (make this up)

(Heading) POLICY: Always need this

Narrative - The word *policy* may mean different things to different people. In general, it's a guiding or governing principle.

(Heading) PROCEDURE: Always need this

Narrative - A procedure is a series of interrelated steps that are taken to help implement the policy.

Your step-by-step directions on how to do a job goes here. Think about when you learn something new, or that you are actually teaching someone to do something. You have to include every step – no matter how small.

Name of person writing policy
Title of person writing policy

You are authenticating your policy by putting this in

Any reference to regulation guidelines you need to put here

HIPAA regulations, State regulation references go here that you get any information from

Name of policy again
Date policy revised or reviewed