

## POLICY MANUAL INSTRUCTIONS:

- Revision Must be signed and dated (annually), for the Administrator and DON if the administrator is not RN (Discussed in BD meeting).
- Page A-29 Fill out the Board of Directors (Owners name/title) **(Always keep a BLANK copy)**
- Page A-57 During Absence of Administrator (Copy on Administrator & Alt. Administrator employee chart) **(Always keep a BLANK copy)** WEB
- Page A-58 During Absence of DON (Copy on DON & Alt. DON employee chart) **(Always keep a BLANK copy)** WEB
- Page A-95 Board of Director Conflict of Interest (signed by Owners, and filed in owner chart annually) WEB
- Page A-136 Compliance Committee Members **(Always keep a BLANK copy)**
- Page A-150 Ethic Committee Members **(Always keep a BLANK copy)**  
- Administrator, DON, MSW, Community Liaison and alternates **WEB**
- Page A-185 POLICY NAMED THE ADMINISTRATOR AND THE DIRECTOR OF NURSING (DON) (Complete Names) **WEB**
- B-75 PERSONNEL LICENSURE POLICY (No need Diploma—>**CHAP only req.**)
- B-80 Organizational Chart (Write Adm., DON names, put in a **frame** on reception area) **(Always keep a BLANK copy)** WEB
- B-81 Fill out names (Board of Directors, Advisory Cte, Adm, DON, etc) **(Always keep a BLANK copy)** (name/Title)
- B-85 Minute x Non-Discrimination, Eval (add to Minutes Book, Annual) **WEB**
- F-7 Patient's Charge for Services **(Included in the S/U Pack)** **WEB**
- K-149 Panic value **to be reported to MD** **WEB**(Can be modified in the WEB)