***[HOSPITAL NAME]***

**ADMINISTRATIVE POLICY**

CATEGORY: General Administration **CODE: F-1**

SUBJECT: Standards for the Administrative Handbook **EFFECTIVE:**

**COORDINATOR: Chief Executive Officer**

Approval of policies and procedures (new or revised)

* Hospital wide administrative policies and procedures shall be:
  1. Approved by the Administrative Committee:
  2. Approved by the Board of Directors, if concerning:
     1. Major general administrative matters.
     2. Major financial matters
     3. Major personnel matters
  3. Signed by the Chief Executive Officer
* All policies and procedures shall be:

1. Reviewed annually
2. Compared annually with the mission and the business plan of the Hospital
3. Revised as needed

* Outdated policies/procedures shall be retained by the Coordinator for a period of five years after the policy/procedure has been changed.
* Department policies/procedures shall:
  1. Not disagree with any hospital wide policies/procedures
  2. Approved by the Administrative Committee

Policies and procedures shall be formatted, coded by subject matter and numbered in accordance with *[Hospital Name]* policy F-2.

The term coordinator as used herein refers to the person designated to coordinate the application of a particular policy. The person named as coordinator will vary with the policy. The Coordinator shall:

1. Annually review, update, coordinate, obtain administrative approval and prepare for the Board approval (if needed) the administrative policies assigned
2. Maintain copies of all previous policies for five years.

APPROVED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_