


GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL

APPROVED BY:  Joseph P. Verga, MS, FACHE Hospital Administrator/CEO	RESPONSIBILITY: Administration	EFFECTIVE DATE: May 1, 2014	POLICY NO. A-IM200	PAGE 1 of 2
TITLE: DISSEMINATION OF INFORMATION				
LAST REVIEWED/REVISED: 05/2014				
ENDORSED: EMC 05/2014				

PURPOSE:

To promote and enhance communication among and between Guam Memorial Hospital (GMHA) employees, managers, departments, medical staff members, the Board of Trustees and the community.

POLICY:

Dissemination of information is a vital aspect of communication that must be fostered and maintained throughout all levels within the organization of Guam Memorial Hospital.

PROCEDURE:

1. Information is disseminated to employees, medical staff, and others by usage of any of the following methods:
 - a. By announcement and/or discussion during the employees' meeting(s) wherein the minutes and attendance are recorded;
 - b. By issuance of the employee newsletter, medical staff newsletter, paycheck "stuffers", memoranda and/or informational circulars; and
 - c. By posting information on bulletin boards, routing of meeting calendars, and in-service calendars.
2. Upward communication to the Board of Trustees may be routed by one of the following avenues:
 - a. Hospital Administrator/CEO (maintains option to communicate either directly with the Board or via any of the Board Committees);
 - b. Any medical staff department and/or committee via Medical Executive Committee; and
 - c. Public forum during open session of Board meetings.
3. Decisions affecting hospital operations shall be communicated from the Board through the Hospital Administrator/CEO.
4. Depending on the established and allowable operational policies and procedures, a department, supervisor, and/or individual may be allowed to deal directly with the involved parties of various agencies, companies, and external organizations. This requires prior approval by the Hospital Administrator/CEO.

5. On informational circulars and other information disseminated from Administration, department heads are responsible for disseminating information to all employees in their respective departments (See GMHA Administrative Manual Policy No. 6100-4, *Circulars, Memoranda, and Signature Authority*.)
6. When submitting reports, memoranda, etc., within GMHA, to committees, departments, it is considered appropriate protocol for the immediate supervisor to be informed, either by providing a copy or transmitting via the supervisor.

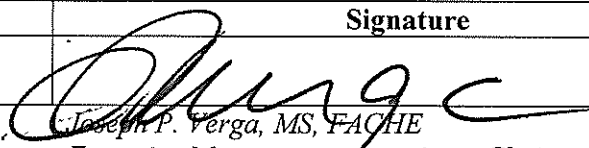
RESCISSION(S):

Policy 6100-7 *Dissemination of Information*, GMHA Administrative Manual, Effective 07/28/1992, Last reviewed/revised 09/2009

**GUAM MEMORIAL HOSPITAL AUTHORITY
REVIEW AND ENDORSEMENT CERTIFICATION**

The signatories on this document acknowledge that they have reviewed and approved the following:

- Bylaws Submitted by Department/Committee: Administration
- Rules & Regulations Policy No.: A-IM200
- Policies & Procedures Title: DISSEMINATION OF INFORMATION

Reviewed/Endorsed	Date	Signature
Title	05/01/14	 Joseph P. Verga, MS, FACHE Executive Management Committee, Chairperson
Reviewed/Endorsed	Date	Signature
Title		
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***Use more forms if necessary. All participating departments/committees in developing the policy should provide signature for certification prior to submitting to the Compliance Officer.**