

**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED BY:	RESPONSIBILITY:	EFFECTIVE DATE:	POLICY NO.	PAGE
Lillian Perez-Posadas, MN, RN Hospital Administrator/CEO	Hospital-wide; Administration Office	February 28, 2022	A-IM300	1 of 3
TITLE: CIRCULARS, MEMORANDA, AND SIGNATURE AUTHORITY				
LAST REVIEWED/REVISED: 02/2022				
ENDORSED: EMC 02/2022				

PURPOSE:

To specify the procedures for issuing circulars and memoranda within and outside Guam Memorial Hospital Authority (GMHA).

POLICY:

I. Circulars and Memoranda

- A. All circulars and memoranda involving more than one entity (i.e., department) must be categorized into one of the following and distributed by the administration office upon the Hospital Administrator's or their designee's signature.
 - 1. Policy Circular: Memoranda, identified as a policy included in the Administrative Manual.
 - 2. Personnel Circular: Memoranda involving personnel matters such as leaves, acting appointments, etc.
 - 3. Informational Circular: Memoranda which are informative in nature.
 - 4. Environmental Alert: Memoranda which involves the environment of care-related matters.
 - 5. Environmental Interim Life Safety Measure (ILSM) Alert: Memoranda involving the environment of care-related matters with interim life safety measures in effect.
- B. The originating or requesting department is responsible for preparing circular drafts and any attachments and providing them to the Administration Office for review and finalization.
- C. The Administration Office will provide numbering for each circular type and is responsible for disseminating circulars accordingly.

When correspondence is released via email, the preparer will identify the contents of the information in the subject line; it is not appropriate to state "Administrative Policy 1234". Instead, the preparer should define the topic. *See Attachment for format sample.*

II. Correspondence outside GMHA

All external correspondences require the Hospital Administrator's (or their designee's) signature if the subject matter pertains to the hospital as a whole.

III. Checks

- A. All checks shall be signed by the authorized signatories or by the computer using a signature plate.
- B. Payment Request Forms shall be generated in advance for every check and shall be forwarded for signatures as follows:
 - 1. For Payroll Deductions, the request form shall be signed by the authorized signers as defined by the hospital's Corporate Resolution.
 - 2. For checks less than one hundred thousand dollars (\$100,000), the authorized signer shall sign the request form as identified by the Corporate Resolution.
 - 3. For checks greater than one hundred thousand dollars (\$100,000), two of the authorized signers shall sign the request form as identified by the Corporate Resolution.

IV. Policies and Procedures

Signature authority for policies and procedures is listed in Attachment III of GMHA Administrative Manual policy no. A-IM500, *Policy Development, Revision, Approval, and Distribution*.

RESCISSION(S):

A-IM300, Circulars, Memoranda, and Signature Authority, of the Administrative Manual, made effective May 1, 2014.

ATTACHMENT(S):

- I. Sample Circular

ATTACHMENT I

INFORMATIONAL CIRCULAR NO. XXXX

TO: Department Heads and Supervisors
FROM: Hospital Administrator/CEO
DATE: Month XX, 20XX
SUBJ: ALL IN CAPS

Hafa Adai! All greetings should be italicized if non-English; paragraphs should not be indented; spaces should be placed between paragraphs.

NAME OF HOSPITAL ADMINISTRATOR

Cc: [insert here: e.g. Board of Trustees]