

ADMINISTRATIVE MANUAL POLICY REPOSITORY

| | DEPARTMENT/ UNIT | POLICY NO. | POLICY TITLE | RESCINDED POLICY POLICY(IES) | RELATED POLICY(IES) | EFFECTIVE DATE | REVIEWED/ REVISED | NEXT REVIEW DATE | COMMENTS |
|-------------------|---------------------|---------------|---|---|---|-------------------|----------------------|---------------------|----------|
| GENERAL | | | | | | | | | |
| 1 | Administration | A-100 | Mission Statement | Policy A-100, Mission Statement, of the Administrative Manual made effective June 27, 2016 | | 12/20/17 | 08/2017 | 08/2018 | |
| 2 | Administration | A-110 | Vision Statement | A-110, Vision Statement, of the Administrative Manual made effective June 27, 2016 | | 12/20/17 | 08/2017 | 08/2018 | |
| 3 | Administration | A-120 | Statement of Values | A-120, Statement of Values, of the Administrative Manual made effective June 27, 2016 | | 12/20/17 | 08/2017 | 08/2018 | |
| 4 | Administration | A-200 | Scope of Services | A-200, Scope of Services, of the Administrative Manual made effective June 27, 2016 | | 12/20/17 | 08/2017 | 08/2018 | |
| 5 | Administration | A-300 | Organizational Chart | A-300, Organizational Chart, of the Administrative Manual made effective May 17, 2012 | | 06/27/16 | 06/2016 | 06/2017 | |
| 6 | Administration | A-400 | Authority After Hours and in Absence of the Hospital Administrator | A-400, Authority After Hours and in Absence of the Hospital Administrator, of the Administrative Manual made effective January 2014 | | 10/02/17 | 08/2017 | 08/2018 | |
| 7 | Planning | A-500 | Bed Capacities: Acute Care, Skilled Nursing Unit, Urgent Care Unit, Airborne Infection Isolation & Negative Pressure Beds | 6120-1 Bed Capacities: Acute Care, Skilled Nursing Unit, Urgent Care Unit, Airborne Infection Isolation & Negative Pressure Bed Capacities, of the Administrative Manual made effective March 1, 1991 | (1) 6201-240, Expanded Precautions, of the Infection Control Manual (2) 6201-250, Airborne Infection Isolation Rooms and Instructions for Use, of the Infection Control Manual (3) AM6480-528, Failure of Isolation Room System (BUV Equipment), of the Facilities Maintenance Manual (4) 435, Mass Casualty Plan - Medical Surge Response Plan, of the Emergency Preparedness Manual | 12/21/18 | 07/2018 | 07/31/21 | |
| | | 6100-20 | Ambulatory Care Program | | | 12/29/92 | 12/29/92 | 12/1995 | |
| LEADERSHIP | | | | | | | | | |
| 1 | Administration | A-LD100 | Conflict Management Among Leadership Groups | | | 07/20/11 | 07/2011 | 07/2014 | |
| 2 | Administration | A-LD200 | Conflict of Interest | A-LD200, Conflict of Interest, of the Administrative Manual made effective March 5, 2012 | | 06/13/16 | 05/2016 | 05/2019 | |
| 3 | Administration | A-LD300 | Code of Ethical Conduct | 6100-9 Code of Ethical Conduct, of the Administration Manual made effective August 2017 | | 05/01/15 | 05/2015 | 05/2018 | |
| 4 | Guest Relations | A-LD400 | Customer Service Guidelines | A-LD400, Customer Service Guidelines, of the Administrative Manual made effective May 1, 2014 | A-RI1000, Patient Grievances/Complaints, of the Administrative Manual | 01/22/18 | 09/2017 | 09/2020 | |

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| Administration | A-LD500 | Behaviors that Undermine a Culture of Safety | A-LD500, Disruptive and Inappropriate Behavior, of the Administrative Manual made effective May 1, 2015 | (1) 6170-3, Disruptive Practitioners, of the Administrative Manual (2) A-LD100, Conflict Management among Leadership Groups, of the Administrative Manual (3) A-LD300, Code of Ethical Conduct, of the Administrative Manual (4) A-LD400, Customer Service Guidelines, of the Administrative Manual (5) 8650-1.213, Disciplinary Action Policy and Procedure, of the Human Resources Manual (6) A-HR1100, Equal Employment Opportunity, of the Administrative Manual (7) A-HR1200, Sexual Harassment Policy, of the Administrative Manual (8) 6100-32, Domestic Violence in the Workplace, of the Administrative Manual (9) A-HR3000, Workplace Violence Prevention Plan, of the Administrative Manual (10) A-RI1000, Grievances/Complaints, of the Administrative Manual (11) 6431-8, Patient/SNU Resident Abuse and Neglect Prevention | 10/24/17 | 09/2017 | 09/2020 | |
| Compliance Office | A-LD600 | Unannounced Survey Readiness Plan | A-LD600, Unannounced Survey Readiness Plan, of the Administrative Manual made effective September 19, 2012 | | 10/02/17 | 08/2017 | 08/2020 | |
| Administration | A-LD700 | Contracts Management | A-LD700, Contracts Management, of the Administrative Manual made interim approved May 24, 2021 | | 07/23/21 | 05/2021 | 05/2024 | |
| Fiscal Services | 6100-35 (A-LD800) | GMHA Medical Lien | | | 09/01/07 | 08/2007 | 08/2010 | |
| Fiscal Services | A-LD900 | The Recovery of Funds due to the Guam Memorial Hospital Authority | 6100-31, The Recovery of Funds Due to the GMHA, of the Administrative Manual made effective 10/2009 | | 05/01/14 | 05/2014 | 05/2017 | |
| Risk Management | A-LD1000 | Claims Management | 6180-3, Claims Management of the Administrative Manual made effective March 17, 1983 | | 02/21/18 | 10/2017 | 10/2020 | |

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| 11 | Risk Management | A-LD1100 | Identification and Disposition of Potentially Litigious Cases | 6180-4, Identification and Disposition of Potentially Litigious Cases, of the Administrative Manual made effective June 1989 | | 02/21/18 | 10/2017 | 10/2020 | |
| 12 | Administration | A-LD1200 | Executive Management Council | A-LD1200, Executive Management Council, of the Administrative Manual made effective May 1, 2014 | 6433-4 Retention of Records of the Administrative Manual made effective August 1990. | 02/15/17 | 02/2017 | 02/2020 | |
| 13 | Administration | A-LD1300 | Hospital Committees | 6100-10, Hospital Committees, of the Administrative Manual made effective July 28, 1992 | A-LD1310 Committee Meeting Reporting, Review and Approval Process of the Administrative Manual made effective May 2, 2014 | 05/02/14 | 05/2014 | 05/2017 | |
| 14 | Administration | A-LD1310 | Committee Meeting Reporting, Review and Approval Process | 6100-10A Committee Meeting Reporting, Review & Approval Process, of the Administrative Manual made effective February 5, 2010 | A-LD1300, Hospital Committees, of the Administrative Manual made effective 05/02/14 | 05/02/14 | 05/2014 | 05/2017 | |
| 15 | Administration | A-LD1600 | Hospital Credit Card Policy | | | 02/27/20 | 08/2019 | 08 / 2022 | |
| 16 | Materials Management Department Manual | 1.9 | Solicitation and Acceptance of Gifts | | | 01/30/91 | 06/2009 | 06/2012 | (1) 08/27/12 Policy Circular No. 12-199, Interim Policy on Solicitations & Donations issued to all employees, medical staff, & volunteers. (2) 08/27/12 Information Circular No. 12-201, Committee Appointment: Solicitation & Donation Policies Review Committee disseminated to all appointees. (3) 09/24/12: Danielle sent e-mail to committee members following-up on status of review process. |
| 17 | Quality Management Department | 6432-1 | Regulatory Agency Compliance | | | 07/29/92 | 1992 | 1995 | |
| 18 | Planning Department | A-LD1500 | New Programs/Services--Feasibility Assessment, Evaluation and Approval, and Implementation Procedures | 6120-4, New Programs/Services--Feasibility Assessment, Evaluation and Approval, and Implementation Procedures, of the Administrative Manual made effective January 19, 1993 | (1) A-EC300, Guidelines for Capital Improvements - Approval Process, of the Administrative Manual (2) A-EC310, Guidelines for Capital Improvements - Implementation, of the Administrative Manual | 02/21/18 | 10/2017 | 10/2020 | |
| | | DOCUMENT | GMHA Board of Trustees Bylaws | | | | | | 10/07: Bylaws currently under review. |
| 1 | MEDICAL STAFF | | | | | | | | |
| 2 | Medical Staff Office | A-MS100 | Disruptive Practitioners | 6170-3, Disruptive Practitioners, of the Administrative Manual made effective April 10, 2009 | A-LD500, Behaviors that Undermine a Culture of Safety | 10/24/17 | 08/2017 | 08/2020 | |
| 3 | Medical Staff Office | A-MS200 | Impaired Practitioner Guidelines | 6170-4, Impaired Practitioner Guidelines, of the Administrative Manual made effective July 1992 | | 04/12/18 | 09/2017 | 09/2020 | |

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| Medical Staff Office | A-MS300 | Ongoing Professional Practice Evaluation | 6170-5, Ongoing Professional Practice Evaluation, of the Administrative Manual made effective May 1, 2009 | | 01/23/17 | 01/2017 | 01/2020 | |
| Medical Staff Office | A-MS400 | Focused Professional Practice Evaluation | 6170-16, FPPE, of the Medical Staff Office Manual made effective October 22, 2012 | | 06/08/18 | 04/2018 | 04/2021 | |
| Medical Staff Office | A-MS500 | Medical Staff Peer Review | 6432-5, Medical Staff Peer Review Process, of the Administrative Manual made effective July 12, 2000 | (1) A-PI100, Quality Assessment and Performance Improvement Plan, of the Administrative Manual (2) A-PS700, Root Cause Analysis, of the Administrative Manual (3) A-MS500, Medical Staff Peer Review, of the Administrative Manual (4) 6170-16, Focused Professional Practice Evaluation, of the Administrative Manual | 01/23/17 | 01/2017 | 01/2020 | |
| Medical Staff | A-MS600 | Determination of Death | 6170-1, Determination of Death of the Administrative Manual made effective June 17, 1992 | 6301-II E-5, Pronouncement of Death by Registered Nurse, of the Nursing Services Manual made effective September 28, 2012 | 04/12/18 | 09/2017 | 09/2020 | |
| | DOCUMENT | GMHA Medical Staff Bylaws | | | 05/10/12 | 05/2012 | 2015 | |
| | DOCUMENT | GMHA Medical Staff Rules and Regulations | | | 08/01/09 | 2009 | | |
| HUMAN RESOURCES | | | | | | | | |
| Human Resources Department Manual | 8650-1.201 | Position Description | | | 08/2009 | 08/2015 | 08/2018 | |
| Human Resources Department Manual | 8650-1.204 | Probationary and Scheduled Performance Evaluation | | | No Date | 08/2015 | 08/2018 | |
| Human Resources Department Manual | A-HR300 | Competency Assessment/Validation | 8650-1.203, Competency Assessment/Validation, of the Administrative Manual made effective March 2012 | | 01/22/18 | 10/2017 | 10/2020 | |
| | | | | | | | | |
| Human Resources Department Manual | 8650-1.208 | Preceptorship - Students/Individuals | | | 05/29/12 | 2015 | 2018 | |
| Nursing Services Manual | 6301-I D-6 | GMHA Volunteer Services in Nursing | | 6100-38, Volunteer/Volunteer Program, of the Administrative Manual | 07/2012 | 11/2015 | 11/2018 | |

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| Education Department Manual | 6140-2 | Employee Orientation | 6140-2, Employee Orientation, of the Education Department Manual (Admin Manual) made effective June 23, 1992 | (1) 107, Guidelines on the Deployment of Volunteer Health Professionals During "All Hazards" Disasters and/or Emergencies, of the Emergency Preparedness Manual (2) 411, Forensic Patient Policy, of the Safety and Security Manual | 12/28/12 | 11/2015 | 11/2018 | |
| Safety and Security Manual | 411 | Forensic Patient Policy | | | 9/5/2018 | 8/17/2018 | 9/5/2021 | |
| Human Resources Department Manual | 8650-1.209 | Special Staff Development Programs | | | 08/1989 | 2015 | 2018 | |
| Education | 6140-5-1 | Training and Education Files | | | 12/28/12 | 11/2015 | 11/2018 | |
| Equal Employment Opportunity Office | A-HR800 | In-House Volunteers Program | 6100-38, Volunteer/Volunteer Program, of the Administrative Manual made effective September 2006 | 6301-I D-6, GMHA Volunteer Services in Nursing, of the Nursing Services Manual | 01/22/18 | 10/2017 | 10/2020 | |
| EEO Office | A-HR1100 | Equal Employment Opportunity | (1) 6410-5, Equal Employment Opportunity, of the Administrative Manual made effective June 10, 1988 (2) 8650-3.203, Equal Employment Opportunity, of the Administrative Manual made effective June 10, 1988 (3) 8650-3.203, Equal Employment Opportunity, of the Administrative Manual made effective December 24, 2009 | | 09/25/15 | 07/2015 | 07/2018 | |
| EEO Office | A-HR1200 | Sexual Harassment Policy | A-HR1200, Sexual Harassment Policy, of the Administrative Manual made effective February 14, 2017 | | 2/28/22 | 11/2021 | 11/2024 | |
| EEO Office | A-HR1300 | Religious Accommodations Policy | 8650-3.209, Religious Accommodations Policy, of the Administrative Manual made effective December 28, 2010 | | 09/25/15 | 07/2015 | 07/2018 | |
| EEO Office | A-HR1400 | Equal Employment Opportunity Officer's Oversight of Employment Interviews | A-HR1400, Equal Employment Opportunity Officer's Oversight of Employment Interviews, made effective September 25, 2015 | | 02/14/17 | 02/2017 | 02/2020 | |
| EEO Office | A-HR1500 | Exit Interviews | A-HR1500, Exit Interviews, of the Administrative Manual made effective February 14, 2017 | | 01/22/18 | 10/2017 | 10/2020 | |
| Human Resources | A-HR1600 | Identification Badge | 8650-1.211, Identification Badge, of the Human Resources manual made effective May 29, 2012 | | 01/22/18 | 10/2017 | 10/2020 | |
| EEO Office | A-HR1700 | Hospital-wide Dress Code | A-HR1700, Hospital-wide Dress Code, of the Administrative Manual made effective February 14, 2017 | 6301-I D-2, Employee Dress and Personal Appearance of the Nursing Services Division Manual | 01/22/18 | 10/2017 | 10/2020 | |
| EEO Office | A-HR1800 | Language in the Workplace | 8650-3.207, Language in the Workplace, of the Administrative Manual made effective October 1, 1999. | | 2/28/22 | 11/2021 | 11/2024 | |

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| Human Resources | A-HR1900 | Outside Employment | 8650-1.217, Outside Employment, of the Human Resources Department Manual made effective December 28, 2009 | A-HR2000, Safe Hours of Work, of the Administrative Manual | 02/15/17 | 02/2017 | 02/2020 | |
| Human Resources | A-HR2000 | Safe Hours of Work | | A-HR1900, Outside Employment, of the Administrative Manual | 02/15/17 | 02/2017 | 02/2020 | |
| Human Resources | A-HR2100 | Licensure, Certification, Registration and Education Verification | 8650-1.202, Licensure, Certification, Registration and Education Verification, of the Human Resources Department Manual made effective June 1, 1992 | | 01/22/18 | 10/2017 | 10/2020 | |
| Human Resources | A-HR3000 | Workplace Violence Prevention Plan | 6100-33, Workplace Violence Prevention Plan, of the Administrative Manual made effective September 2004 | | 02/10/17 | 02/2017 | 02/2020 | |
| Payroll | A-HR3300 | Special Payment Request for Salary Payment | 6440-5, Special Payment Request, of the Administrative Manual made effective January 13, 1994 | | 02/20/18 | 10/2017 | 10/2020 | |
| Human Resources | A-HR3400 | Compensation Policy for Exempt and Non-exempt Employees | 6410-20, Entitlement to Overtime (OT) or Compensatory time Off (CTO) | | 04/29/18 | 04/2018 | 07/2018 | Interim Approved. |
| Human Resources Department Manual | 8650-1.219 | Restriction of Unauthorized Visitors During Regular Working Hours | | | 2012 | 2015 | 2018 | |
| Human Resources Department Manual | 8650-1.221 | Recall List | | | 10/1999 | 2015 | 2018 | |
| Human Resources Department Manual | 8650-1.216 | Leave Sharing Program | 6440-6, Leave Sharing Program, of the Human Resources Manual made effective May 8, 2012 | | 05/1993 | 2015 | 2018 | |
| Fiscal Services Manual | 6440-3 | Travel | 6440-3, Travel, of the Administrative Manual made effective 06/1992 | | 09/19/12 | 09/2012 | 09/2015 | |
| Payroll | 6440-10 | General Timekeeping Guidelines | | | 01/2001 | 01/2001 | 01/2004 | |
| Employee Health Services Manual | 6202-10 | Employee Health Services Program | | (1) 6201-430, Guidelines for Application of Work Restrictions, of the Infection Control Manual (2) 8650-P-22, Pre-employment Physical Examination Policy, of the Administrative Manual (3) 6202-20, Pre-Employment Clearance, of the Employee Health Manual (4) 6202-40, Returning to Work After Illness, of the Employee Health Manual (5) 6202-30, Employee Health Clearance for Workers Onsite GMHA, of the Employee Health Manual | 02/14/93 | 09/2011 | 09/2014 | |
| Human Resources Department Manual | 8650-1.210 | Drug Free Workplace | | | 05/29/12 | 2015 | 2018 | |

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| 33 | Employee Health Services Manual | 6202-23 | Get Up and Move Program | 6100-26, Guam Physical and Wellness Program, of the Administrative Manual made effective 07/2000 | | 12/24/09 | 12/2009 | 12/2012 | |
| 34 | | 6100-32 | Domestic Violence in the Workplace | | | 09/2004 | 09/2004 | 09/2007 | |
| 35 | Risk Management Manual | 6180-5 | Subpoena of GMHA Employees | | | 01/14/99 | 09/2012 | 09/2015 | |
| 36 | | DOCUMENT | Government of Guam Personnel Rules and Regulations | | | 10/01/96 | 1996 | | |
| ENVIRONMENT OF CARE | | | | | | | | | |
| 1 | EEO Office | A-EC100 | Vending Machines Policy | 6100-15, Vending Machines Policy, of the Administrative Manual made effective November 2010 | | 05/01/14 | 05/2014 | 05/2017 | |
| 2 | Environment of Care | A-EC200 | Laser Safety Program | | (1) A-PS800, Patient Safety Program, of the Administrative Manual (2) 6202- 10, Employee Health Services Program, of the Employee Health Services Policy and Procedure Manual | 02/20/18 | 09/2017 | 09/2020 | |
| 3 | Planning Department | A-EC300 | Guidelines for Capital Improvements-- Approval Process | 6120-D20, Guidelines for Capital Improvements - Approval Process, of the Planning Department Manual made effective May 1995. | (1) A-EC310, Guidelines for Capital Improvements - Implementation, of the Administrative Manual (2) LS6480-003, ILSM Contractor/Infection Control Risk Assessment -New Construction, of the Life Safety Manual (3) LS6480-004, ILSM - Maintenance and Facility Improvements, of the Life Safety Manual (4) LS6480-010, Infection Control Guidelines for Construction, of the Life Safety Manual (5) LS6480-012, Noise Control During Construction, of the Life Safety Manual (6) 6120-5, Patient Rights During Construction, of the Administrative Manual | 02/20/18 | 10/2017 | 10/2020 | |

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| 4 | Planning Department | A-EC310 | Guidelines for Capital Improvements - Implementation | 6120-D21, Guidelines for Capital Improvements - Implementation, of the Planning Department Manual made effective September 1989 | (1) A-EC300, Guidelines for Capital Improvements - Approval Process, of the Administrative Manual (2) LS6480-003, Contractor/Infection Control Risk Assessment - New Construction, of the Life Safety Manual (3) LS6480-004, ILSM - Maintenance and Facility Improvements, of the Life Safety Manual, (4) 6480-010, Infection Control Guidelines for Construction, of the Life Safety Manual (5) LS6480-011, Welding and Cutting Safety, of the Life Safety Manual (6) LS6480-012, Noise Control During Construction, of the Life Safety Manual (7) 6120-5, Patient rights During Construction, of the Administrative Manual | 02/20/18 | 10/2017 | 10/2020 | |
| 5 | Facilities Maintenance | A-EC400 | Reporting Equipment or Utility Malfunction/Failure | 6480-2, Reporting Equipment or Utility Malfunction/Failure, of the Facilities Maintenance Department Manual made effective November 2017 | | 02/20/18 | 12/2017 | 12/2020 | |
| 6 | Facilities Maintenance | A-EC500 | Signs, Posters, and Bulletin Boards | 6480-6, Signs, Posters, and Bulletin Boards of the Administrative Manual made effective October 6, 2010 | A-EC600, Maintenance Work Order Request System, of the Administrative Manual | 02/21/18 | 10/2017 | 10/2020 | |
| 7 | Facilities Maintenance | A-EC600 | Maintenance Work Order Request System | 6480-10, Work Order Request System, of the Administrative Manual made effective January 2009 | | 02/21/18 | 10/2017 | 10/2020 | |
| 8 | Environment of Care | A-EC900 | Compressed Gas Storage and Oxygen Use | | | 04/12/18 | 12/2017 | 12/2020 | |
| 9 | Materials Management Department Manual | A-EC1000 | Products Recalls and Alerts | 9, Product Recalls and Alerts of the Materials Management Department manual made effective September 1, 2001. | | 04/12/18 | 06/2017 | 06/2020 | |
| 10 | Risk Management | A-EC700 | Reporting Adverse Medical Device Incident | 6180-1, Reporting Adverse Medical Device Incident, of the Administrative manual made effective June 3, 1992 | | 05/28/18 | 10/2017 | 10/2020 | |
| 11 | Risk Management | A-EC800 | Medical Devices Tracking Requirement | 6180-1A, Medical Devices Tracking Requirements, of the Administrative Manual made effective June 3, 1992 | (1) A-EC700, Reporting Adverse Medical Device Incident, of the Administrative Manual (2) A-EC1000, Product Recalls and Alerts, of the Administrative Manual | 05/28/18 | 10/2017 | 10/2020 | |

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| 12 | Materials Management Department Manual | A-LD1320 | Product Standardization Evaluation Committee | (1) 4.35, Product Standardization Committee, of the Materials Management Manual made effective September 2001 (2) 4.36, Products Review Committee, of the Materials Management Manual made effective September 2001 | | 06/01/92 | 06/2014 | 06/2017 | |
| 13 | Materials Management Department Manual | 8.1 | Equipment Loan | | | 11/1989 | 06/2009 | 06/2012 | |
| 14 | Materials Management Department Manual | 8.2 | Disposition of Assets Equipment | | | 09/2001 | 06/2009 | 06/2012 | |
| 15 | Materials Management Department Manual | 8.4 | Donation of Equipment and Supplies | | | 10/01/92 | 08/2009 | 08/2012 | |
| 16 | Materials Management | 6450-4 | Sale of Supplies | | | 06/01/92 | 06/1992 | 06/1995 | |
| 17 | Materials Management | 6450-6 | Supply Requisition | | | 10/1990 | 04/1994 | 04/1997 | |
| 18 | Laundry Department Manual | 6460-3.60 | Clean Linen Control | | | 07/28/92 | 03/2013 | 03/2016 | |
| 19 | Laundry Department Manual | 6460-3.70 | Linen Control Citation | | | 07/28/92 | 03/2013 | 03/2016 | |
| 20 | Laundry Department Manual | 6460-3.80 | Scrub Clothes Policy | | | 07/28/92 | 03/2013 | 03/2016 | |
| 21 | Facilities Maintenance Department Manual | 6480-1 | Aluminum Container Recycling Program | | Public Law 21-73, Government of Guam Aluminum Container Recycling Act | 04/23/92 | 01/2013 | 01/2016 | |
| RIGHTS AND RESPONSIBILITIES OF THE INDIVIDUAL | | | | | | | | | |
| 1 | Administration | A-RI100 | Ethics Committee Guidelines | 6301-5, Ethics Committee Guidelines, made effective August 1, 1992 | | 01/11/10 | 01/2010 | 01/2013 | |
| 2 | Guest Relations | A-RI200 | Patient's Rights and Responsibilities | A-RI200, Patient's Rights and Responsibilities, of the Administrative Manual made effective January 11, 2010 | (1) 6431-3, Communication Barriers, of the Social Services Department Manual (2) A-RI1000, Patient Grievances/Complaints, of the Administrative Manual | Interim Approved 5/7/19 | 04/19 | 05/22 | |
| 3 | Guest Relations | A-RI210 | Patient Rights for Children/Adolescents | A-RI210, Patient Rights for Children/Adolescents, of the Administrative Manual made effective January 11, 2010 | (1) 6311-II-A-2, Pediatric Rights and Responsibilities of parents/Guardian, of the Pediatric Ward/PICU Unit Manual | 04/12/18 | 10/2017 | 10/2020 | |
| 4 | Patient Safety | A-RI300 | Informed Consent Process | A-RI300, Informed Consent Process, of the Administrative Manual made effective April 2013 | A-RI200, Patient's Rights and Responsibilities, of the Administrative Manual | 12/21/18 | 12/2017 | 12/31/20 | |
| 5 | Guest Relations | A-RI400 | Patient Self-Determination (Advance Directives) | A-RI400, Patient Self-Determination (Advance Directives), of the Administrative Manual made effective June 23, 2010 | A-RI500, Do Not Resuscitate (DNR) Orders, of the GMHA Administrative Manual | 2/18/20 | 02/20 | 02/23 | |

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| 6 | Medical Staff | A-RI500 | Do Not Resuscitate (DNR) Orders | 6170-2, Do Not Resuscitate (DNR) Orders, of the Administrative Manual made effective January 27, 2010 | (1) A-RI400, Patient Self-Determination (Advanced Directives), of the Administrative Manual (2) A-RI600, Withdrawal of Life Support, of the Administrative Manual (3) A-RI200, Patient Rights and Responsibilities, of the Administrative Manual (4) 6301-II E-5, Pronouncement of Death by Registered Nurse, of the Nursing Services Manual | 09/11/13 | 09/2013 | 09/2016 | |
| 7 | Nursing | A-RI600 | Withdrawal of Life Support | 6301-II E-11, Withdrawal of Life Support, of the Nursing Services Manual made effective 08/2009. | (1) A-RI300, Informed Consent Process, of the Administrative Manual (2) 6170-1 Determination of Death, of the Administrative Manual (3) A-RI500, DNR Orders, of the Administrative Manual (4) A-RI400, Patient Self-determination (Advance Directives), of the Administrative Manual (5) 6301-I D-5, Nursing Staff's Rights, of the Nursing Services Manual | 06/28/13 | 06/2013 | 06/2016 | |
| 8 | EEO Office | A-RI700 | The Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendment Act of 2008 | A-RI700, The Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendment Act of 2008, of the Administrative Manual made effective February 14, 2017 | | 01/22/18 | 10/2017 | 10/2020 | |
| 9 | Social Services | A-RI800 | Patient/SNU Resident Abuse and Neglect Prevention | (1) 6580-B16, Patient/SNU Resident Abuse, Neglect, and Injuries of Known or Unknown Source, of the Administrative Manual made effective August 1994 (2) 6431-8, Patient/SNU Resident Abuse and Neglect Prevention, of the Administrative Manual made effective April 26, 2001 (3) A-RI800, Patient/SNU Resident Abuse and Neglect Prevention, of the Administrative Manual made effective May 16, 2014 (4) 6180-2, Occurrence Summary Reporting, of the Administrative Manual made effective June 1989 | (1) A-PS800, Patient Safety Program, of the Administrative Manual (2) 6431-10, Referral to Adult Protective Services, of the Social Services Department Manual (3) 6431-7, Child Protective Services, of the Social Services Department Manual (4) 6410-10, Disciplinary Action Policy, of the Administrative Manual (5) 7010-II A-11, Reporting of Alleged Abuse - Adult or Pediatric Patient, of the Emergency Department Manual (6) 8560-21, Proper Procedures in the Handling of Patient Valuables, of the Patient Registration Manual | 06/06/16 | No Date | 06/2019 | |

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| | DEPARTMENT/ UNIT | POLICY NO. | POLICY TITLE | RESCINDED POLICY POLICY(IES) | RELATED POLICY(IES) | EFFECTIVE DATE | REVIEWED/ REVISED | NEXT REVIEW DATE | COMMENTS |
|-------------------------------|--------------------------|---------------|--|---|--|---------------------------------|----------------------|---------------------|--|
| 10 | Guest Relations | A-RI900 | Patient Visitor Policy | 6301-9, Visiting Policy, of the Administrative Manual made effective 1985 (2) 6301-16, Emergency Medicine Department Visitation, of the Administrative Manual; (3) 6301-22, Visiting Policy, of the Administrative Manual made effective November 1999 (4) 6301-I F-13, Visiting Policy, of the Nursing Services Manual made effective October 1999 (5) 6100-39, Patient Visitor Policy, of the Administrative Manual made effective October 13, 2009 | (1) 6100-40, Food Policy, of the Administrative Manual made effective September 15, 2009 (2) 204, Electrical Safety, of the Safety and Security Manual made effective May 19, 1990 (3) A-RI700, The ADA and ADA Amendments Act of 2008, of the Administrative Manual (4) 6301-I F-4, Emergency Medicine Department Visitation, of the Nursing Services Manual made effective September 14, 1999 (5) 6312-II C-24, Well-Born Baby Rooming-In Policy, of the Nursing Services Manual made effective 2012 (6) 6420-1, Confidential Information, of the HIPAA P&P Manual made effective February 7, 2012 | Interim Approved 04/23/19 | 04/19 | 04/22 | |
| 11 | Guest Relations | A-RI1000 | Patient Grievances/Complaints | A-RI1000, Grievances/Complaints, of the Administrative Manual made effective May 1, 2016 | A-RI800, Patient/SNU Resident Abuse and Neglect Prevention, of the Administrative Manual | 07/16/18 | 04/2018 | 04/2021 | |
| 12 | Guest Relations | A-RI1100 | Food Policy | (1) 6301-10, Food Policy, of the Administrative Manual made effective August 10, 1988 (2) 6301-I F-6, Food Policy, of the Nursing Services Manual (3) 6100-40, Food Policy, of the Administrative Manual made effective September 15, 2009 | 6100-39, Patient Visitor Policy, of the Administrative Manual made effective October 13, 2009 | 11/16/15 | 11/2015 | 11/2018 | Need to revise related policy reference. |
| 13 | Guest Relations | A-RI1200 | Patient's Rights Related to Protected Health Information (PHI) | | | 04/12/18 | 03/2018 | 03/2021 | |
| 14 | FAC, CIP, & IT Committee | 6120-5 | Patient Rights During Construction | | | 01/20/94 | 07/1995 | 07/1998 | |
| 15 | Social Services Manual | 6431-3 | Communications Barriers | | | 07/28/92 | 08/2015 | 08/2018 | |
| 16 | Social Services Manual | 6431-10 | Referral to Adult Protective Services | | | 08/1989 | 08/2015 | 08/2018 | |
| 17 | Social Services Manual | 6431-7 | Child Protective Services | | | 08/1989 | 08/2015 | 08/2018 | |
| 18 | | 6100-11 | Institutional Review Board | | | 07/29/92 | 07/1992 | 07/1995 | |
| 19 | Fiscal Services | 6440-2 | Patient Room Charges | | | 07/14/92 | 07/1992 | 07/1995 | |
| 20 | Fiscal Services | 6440-7 | Processing Patient Charges | | | 04/01/97 | 04/1997 | 04/2000 | |
| INFORMATION MANAGEMENT | | | | | | | | | |
| 1 | Administration | A-IM100 | Responsible Use of Online Social Media | | | 04/11/11 | 03/2011 | 03/1014 | |
| 2 | Administration | A-IM200 | Dissemination of Information | 6100-7, Dissemination of Information, of the Administrative Manual made effective July 28, 1992 | | 05/01/14 | 05/2014 | 05/2017 | |

ADMINISTRATIVE MANUAL POLICY REPOSITORY

| | DEPARTMENT/ UNIT | POLICY NO. | POLICY TITLE | RESCINDED POLICY POLICY(IES) | RELATED POLICY(IES) | EFFECTIVE DATE | REVIEWED/ REVISED | NEXT REVIEW DATE | COMMENTS |
|----|-----------------------------|---------------|--|--|--|-------------------|----------------------|---------------------|------------------|
| 4 | Administration | A-IM300 | Circulars, Memoranda, and Signature Authority | 6100-4 Circulars, Memoranda, and Signature Authority, of the Administrative Manual made effective December 10, 1987 | | 2/28/22 | 02/2022 | 02/2025 | |
| 5 | Administration | A-IM400 | Mailboxes | 6100-12, Mailboxes, of the Administrative Manual made effective July 1, 1992 | | 05/01/14 | 05/2014 | 05/2017 | |
| 6 | Compliance Office | A-IM500 | Policy Development, Revision, Approval, and Distribution | A-IM500, Policy Development, Revision, Approval, and Distribution, of the Administrative Manual made effective June 26, 2012 | | 08/25/17 | 08/2017 | 11/2017 | Interim Approved |
| 7 | Administration | A-IM800 | Biometric Information Privacy Policy | | | 05/23/21 | 05/2014 | 05/2024 | |
| 8 | Risk Management Manual | 6100-5 | Reporting, Required by Government Agencies | | | 10/23/12 | 12/2012 | 10/2015 | |
| 9 | Communications Center | 6130-1 | Paging Codes | | | 10/1992 | 09/2012 | 09/2015 | |
| 10 | Communications Center | 6130-2 | Overseas Calls | | | 01/01/95 | 09/2012 | 09/2015 | |
| 11 | Communications Center | 6130-3 | Public Address System (Overhead Paging) | | | 10/1992 | 09/2012 | 09/2015 | |
| 12 | Education Department Manual | 6434-1 | Library Services | 6434-1, Library Services, of the Administrative Manual made effective July 1, 2009 | | 12/28/12 | 11/2015 | 11/2018 | |
| | Education Department Manual | 6140-1 | Reserving Rooms for Meetings/Functions | 6140-1 Reserving Rooms for Meetings & Functions, of the Education Department Manual made effective July 1, 1992 | | 12/28/12 | 11/2015 | 11/2018 | |
| 1 | Dietary Department Manual | A-IM700 | Cafeteria Information and Special Functions Request | 6540-1, Cafeteria Information and Special Event Requests, of the Administrative Manual made effective March 1, 2010 | | 06/24/16 | 06/2016 | 06/2019 | |
| 2 | Payroll | A-IM800 | Biometric Information Privacy Policy | | | 05/23/21 | | | Interim approved |
| 3 | PATIENT SAFETY | | | | | | | | |
| 4 | | A-PS100 | Patient Identification for Clinical Care and Treatment | | (1) 403, Code Pink - Infant and Pediatric Security Plan, of the Safety and Security Manual (2) 6301-II C-10.00, Care of Baby in the Delivery | 11/25/08 | 09/2012 | 09/2015 | |
| 5 | Patient Safety Committee | A-PS200 | Universal Protocol Correct Site | A-PS200, Universal Protocol Correct Site, of the Administrative Manual interim approved September 18, 2017 | | 01/22/18 | 09/2017 | 09/2020 | |
| 6 | Patient Safety Committee | A-PS300 | SBAR Communication/Patient Hand-off Communication | 6301-II E-22, SBAR Communication/Patient Hand-off Communication, of the Nursing Services Manual made effective November 25, 2008 | | 10/24/12 | 10/2012 | 10/2015 | |

ADMINISTRATIVE MANUAL POLICY REPOSITORY

| | DEPARTMENT/ UNIT | POLICY NO. | POLICY TITLE | RESCINDED POLICY POLICY(IES) | RELATED POLICY(IES) | EFFECTIVE DATE | REVIEWED/ REVISED | NEXT REVIEW DATE | COMMENTS |
|----|-----------------------------|---------------|--|---|--|-------------------|----------------------|---------------------|-------------------|
| 4 | Patient Safety Committee | A-PS400 | Critical Results of Tests and Diagnostic Procedures | A-PS400, Critical Test & Results, of the Administrative Manual made effective October 2013 | 7010-V-5, Critical Results Documentation and Process, of the Emergency Department Manual (2) 6580-30, Critical Testing, of the Respiratory Care Manual (3) 6201-110, Reporting (Reportable Diseases, HAI, Employee Communicable Diseases, Employee Exposure, & Suspected Infection, of the Infection Control Manual | 11/01/17 | 10/2017 | 10/2020 | |
| 5 | Nursing Services | A-PS500 | Rapid Response Team | A-PS500, Rapid Response Team, of the Administrative Manual made effective September 21, 2009 | | 02/26/13 | 01/2013 | 01/2016 | |
| 6 | Nursing Services | A-PS600 | Medication Reconciliation | (1) A-PS600, Medication Reconciliation - Emergency Department and Inpatient Admission, of the Administrative Manual made effective July 11, 2011 (2) A-PS610, Outpatient Medication Reconciliation, of the Administrative Manual made effective July 11, 2011 | | 12/21/18 | 09/2017 | 09/30/20 | |
| 7 | Patient Safety Committee | A-PS700 | Root Cause Analysis for Sentinel Events | | | 12/14/11 | 10/2011 | 10/2014 | |
| 8 | Patient Safety Committee | A-PS800 | Patient Safety Program | A-PS800, Patient Safety Program, of the Administrative Manual interim approved October 31, 2017 | | 09/12/18 | 09/2017 | 09/30/2020 | |
| 9 | Patient Safety Committee | A-PS810 | Disclosure of Unanticipated Outcomes | A-PS810, Disclosure of Unanticipated Outcomes, of the Administrative Manual made effective September 11, 2014 | A-PS800, Patient Safety Program, of the Administrative Manual | 05/28/18 | 10/2017 | 10/2020 | |
| 10 | Patient Safety Committee | A-PS820 | Just Culture Response to Patient Safety Events | A-PS820, Just Culture Response to Patient Safety Events, of the Administrative Manual interim approved October 24, 2017 | A-PS800, Patient Safety Program, of the Administrative Manual | 05/28/18 | 10/2017 | 10/2020 | |
| 11 | Nursing Services | A-PS1100 | Procedural Sedation | A-PS900, Procedural Sedation, of the Administrative Manual made effective April 2013 | 7010-II B-48, Procedural Sedation in the Emergency Department, of the Emergency Department Manual | 01/30/19 | | 04/30/19 | Interim approved. |

ADMINISTRATIVE MANUAL POLICY REPOSITORY

| | DEPARTMENT/ UNIT | POLICY NO. | POLICY TITLE | RESCINDED POLICY POLICY(IES) | RELATED POLICY(IES) | EFFECTIVE DATE | REVIEWED/ REVISED | NEXT REVIEW DATE | COMMENTS |
|----|-------------------------|---------------|---------------------------------------|---|--|-------------------|----------------------|---------------------|----------|
| 12 | | A-PS900 | Clinical Alarms Management | | (1) 6580-63, Ventilator Alarm Setting, of the Respiratory Care Manual (2) 6310-II C-34, OB Central Monitoring System, of the L&D Unit Manual (3) 6310-II C-65, Admission to OB Central Monitoring System when Fetal Monitoring is Initiated, of the L&D Unit Manual (4) 6313-II C-42, Radiant Warming Devices, of the Nursery/NICU Unit Manual (5) 6313-II C-43, Care of the Infant in an Incubator, of the Nursery/NICU Unit Manual (6) A-PS800, Patient Safety Program, of the Administrative Manual (7) A-PS700, Root Cause Analysis, of the Administrative Manual (8) A-EC700, Reporting Adverse Medical Device Incident, of the Administrative Manual | 02/15/17 | 10/2016 | 10/2019 | |
| 13 | Nursing Services Manual | A-PS1000 | Suicide Precautions | (1) 6301-II A-8, Suicide Precautions, of the Nursing Services Manual, made effective October 13, 2013 | | 02/20/18 | 09/2017 | 09/2020 | |
| 14 | Nursing Services Manual | 6301-I F-5 | Fall Prevention Program | | (1) A-PS800, Patient Safety Program, of the Administrative Manual (2) 901-PS, Fall Prevention Screen, of the Rehabilitative Services Manual (3) 5.04, Nutritional Screening, of the Dietetic Services Department Manual (4) 706, Reviewing, Verification, Interpretation of Medication Orders, of the Pharmacy Manual (5) 6431-6, social Services Consultation & referral Procedures, of the Social Services Department Manual (6) 6480-2, Reporting Malfunction and Failures, of the Administrative Manual | 08/2009 | 08/2015 | 08/2018 | |
| 15 | Nursing Services Manual | 6301-II C-16 | Restraints for Non-Behavioral Reasons | 6301- C16, Restraints of the Nursing Services Manual made effective December 1985 | A-PC1500, Restraint Use for Behavioral Health Purposes, of the Administrative Manual | 11/25/08 | 11/2015 | 11/2018 | |

ADMINISTRATIVE MANUAL POLICY REPOSITORY

| | DEPARTMENT/ UNIT | POLICY NO. | POLICY TITLE | RESCINDED POLICY POLICY(IES) | RELATED POLICY(IES) | EFFECTIVE DATE | REVIEWED/ REVISED | NEXT REVIEW DATE | COMMENTS |
|------------------------------|---------------------------------|---------------|---|---|--|-------------------|----------------------|---------------------|----------|
| 16 | Nursing Services Manual | A-PC1500 | Restraint Use for Behavioral Health Purposes | 6301-II C-30, Restraint Use for Behavioral Health Purposes, of the Nursing Services Manual made effective June 28, 2013 | (1) 6301-II C-16, Restraints Use for Non-Behavioral Health Purposes, of the Nursing Services Manual (2) A-PC1400, Code Blue Team: Duties and Responsibilities, of the Administrative Manual (3) 401, Code 60 Security Threat, of the Safety and Security Manual (4) A-PS500, Rapid Response Team, of the Administrative Manual (5) A-PS800, Patient Safety Program, of the Administrative Manual (6) A-PC600, Patient Sitter Program, of the Administrative Manual | 12/21/18 | 06/2018 | 06/30/21 | |
| 17 | Discharge Planning Committee | A-PC1600 | Discharge Planning | | (1) 6301-I E-1, Electronic Based Documentaion Guidelines, of the Nursing Services Manual (2) A-PI100, Qaulity Assessment and Performance Improvement Plan, of the Administrative Manual (3) 6431-4, Discharge Planning Weekly Meetings, of the Social Services Department Policies and Procedures Manual | 12/21/18 | 06/2018 | 06/30/21 | |
| 18 | Nursing Services Manual | 6301-II C-15 | Pressure Ulcer Management Policy | 6301-II C-15, Pressure Ulcer Mangement Policy, of the Nursing Services Manual made effective September 1987 | | 01/2014 | 01/2014 | 01/2017 | |
| MEDICATION MANAGEMENT | | | | | | | | | |
| 1 | Nursing, Pharmacy, & Physicians | A-MM200 | Policy and Guidelines on Use of Vasopressive Agents and Other Vesicants | | (1) 816, Extravasation of Drugs and Antidotes, of the Pharmacy Department Manual (2) A-MM300, High Risk/High Alert Medication, of the Administrative Manual (3) 6301-II C-28 Care & Management of Central Venous Access Devices, of the Nursing Services Manual (4) 6301-II C-7, Intravenous Therapy, of the Nursing Services Manual (5) 6201-270 Guidelines Preventing of Intravascular Device-Related, of the Infection Control Manual | 11/14/12 | 10/2012 | 10/2015 | |
| 2 | Pharmacy Department | A-MM300 | High Risk/High Alert Medication | 703, High Risk/High Alert Medication, of the Pharmacy Department Manual made effective June 4, 2007 | | 02/21/18 | 10/2017 | 10/2020 | |

ADMINISTRATIVE MANUAL POLICY REPOSITORY

| | DEPARTMENT/ UNIT | POLICY NO. | POLICY TITLE | RESCINDED POLICY POLICY(IES) | RELATED POLICY(IES) | EFFECTIVE DATE | REVIEWED/ REVISED | NEXT REVIEW DATE | COMMENTS |
|---|---|---------------|--|---|--|-------------------|----------------------|---------------------|-------------------|
| 3 | Pharmacy, Nursing, Facilities Maintenance | 6170-9 | Storage of Medications in Patient Care Areas | | | 07/01/09 | 05/2009 | 05/2012 | |
| 4 | Pharmacy Department Manual | 701 | Medication Orders | 701, Medication Orders, of the Pharmacy Department Manual last reviewed/revised 04/2009 | | 12/03/10 | 04/2015 | 04/2018 | |
| 5 | Pharmacy Department Manual | 704 | Look-Alike/Sound-Alike Medications | | | 06/04/07 | 04/2015 | 04/2018 | |
| 6 | Pharmacy Department Manual | 716 | Patient's Own Medication | | | 03/01/03 | 04/2015 | 04/2018 | |
| PROVISION OF CARE, TREATMENT, AND SERVICES | | | | | | | | | |
| 1 | Nursing Services | A-PC150 | Direct Admission Policy - Adul/Peds unit | A-PC150, Direct Admission Policy, of the Administrative Manual made effective September 2012 | 8650-18, Inpatient Admitting process, of the Patient Registration Policy and Procedure Manual | 07/16/18 | 12/2017 | 12/2020 | |
| 2 | Patient Flow Committee | A-PC200 | Patient Flow Management Plan | A-PC200, Patient Flow Management Plan, of the Administrative Manual made effective October 23, 2012 | (1) 6301-I D-9, Nursing Services Staffing Plan, of the Nursing Services Manual (2) 6310-I C-5, L&D Contingency Plan, of the L&D Unit Manual (3) 6310-I-E-15, Labor and Delivery On Call, of the Labor and Delivery Policy Manual | 02/20/18 | 09/2017 | 09/2020 | |
| 3 | Nursing Services, Medical Staff, Social Services, Facilities Maintenance | A-PC300 | On-Island Patient Transfer and Transport Guidelines | (1) 6100-16, Patient Transfer Guidelines, of the Administrative Manual made effective July 15, 1992 (2) 6301-II E-9, Medical Transport Services, of the Nursing Services Manual made effective August 2009 (3) 6301- II E-12, Stretcher Van Non-Emergency Transport Services, of the Nursing Services Manual made effective August 2009 | (1) 6313-I-19.00, Neonatal Transport Escort and Competency Checklist, of the Nursery/NICU Unit Manual (2) 6301- II C-39.00, Guidelines in Resuscitating a Neonate, of the Nursery/NICU Unit Manual. | 05/2012 | 05/2012 | 05/2015 | |
| 4 | Nursing Services | A-PC400 | Off-Island Patient Transfer Guidelines | A-PC400, Off-Island Patient Transport Guidelines, of the Administrative Manual made effective June 29, 2016 | (1) 6313-I-19.00, Neonatal Transport Escort and Competency Checklist, of the Nursery/NICU Unit Manual (2) 6301- II C-39.00, Guidelines in Resuscitating a Neonate, of the Nursery/NICU Unit Manual. | 01/30/19 | | 04/30/19 | Interim Approved. |
| 5 | Nursing Services | A-PC500 | Emergency Equipment (Crash Cart) Maintenance, Preparation and Exchange Process | A-PC500, Emergency Equipment (Crash Cart) Maintenance, Preparation, and Exchange Process, of the Administrative Manual interim approved September 18, 2017 | (1) 1002, Crash Cart Box-Inspection, of the Pharmacy Department Manual (2) 1003, Crash Cart Box-Control and Security, of the Pharmacy Department Manual (3) 1004, Drug Maintained on Crash Cart Box, of the Pharmacy Department Manual | 01/05/18 | 09/2017 | 09/2020 | |

ADMINISTRATIVE MANUAL POLICY REPOSITORY

| | DEPARTMENT/ UNIT | POLICY NO. | POLICY TITLE | RESCINDED POLICY POLICY(IES) | RELATED POLICY(IES) | EFFECTIVE DATE | REVIEWED/ REVISED | NEXT REVIEW DATE | COMMENTS |
|----|-----------------------------------|---------------|--|---|--|-------------------|----------------------|---------------------|----------|
| 6 | Nursing Services | A-PC600 | Patient Sitter Program | | (1) A-PS1000, Suicide Precautions, of the Administrative Manual (2) 6301-II C-30, restraint use for Behavioral Health Purposes, of the Nursing Services Manual (3) 6301-I F-5, Fall Prevention Program, of the nursing Services manual (4) Government of Guam DOA (1996). Personnel Rules and Regulations, Executive Order 96-24 | 02/20/18 | 05/2017 | 05/2020 | |
| 7 | | A-PC700 | Provision of Patient Chaperone During Medical Examination | | | 04/04/13 | 02/2013 | 02/2016 | |
| 8 | Administrative Manual | A-PC800 | Deep Vein Thrombosis (DVT) Prophylaxis Prevention in Surgical Patients | A-PC800, Deep Vein Thrombosis (DVT) Prophylaxis Prevention in Surgical Patients, of the Administrative Manual made effective September 2013 | | 12/21/18 | 10/2017 | 10/31/20 | |
| 9 | Quality Management | A-PC1000 | Two Midnight Rule | 6432-3, Twenty-three Hour Observation Service, of the Administrative Manual made effective January 1991 | | 06/05/17 | 04/2017 | 04/2020 | |
| 10 | Medical Staff, Nursing, Education | A-PC1100 | Smoking Cessation Counseling Protocol | 6100-43, Smoking Cessation Counseling Protocol, of the Administrative Manual made effective October 24, 2012 | | 04/12/18 | 10/2017 | 10/2020 | |
| 11 | Quality Management | 6432-4 | Admission and Discharge Criteria | | | 09/20/89 | 02/1993 | 02/1996 | |
| 12 | Skilled nursing Unit | 6580-C18 | Skilled Nursing Unit Notice of Bed-Hold and Readmission Policy | 6440-9, SNU Notice of Bed-Hold and Readmission Policy, of the Administrative Manual made effective October 20, 1999 | | 10/1999 | 02/2016 | 02/2019 | |

ADMINISTRATIVE MANUAL POLICY REPOSITORY

| | DEPARTMENT/ UNIT | POLICY NO. | POLICY TITLE | RESCINDED POLICY POLICY(IES) | RELATED POLICY(IES) | EFFECTIVE DATE | REVIEWED/ REVISED | NEXT REVIEW DATE | COMMENTS |
|----|----------------------------|---------------|--|---|---|-------------------|----------------------|---------------------|----------|
| 13 | Nursing Services Manual | 6301-II E-21 | Admission to the Skilled Nursing Facility from the Acute Care Facility | | (1) 6301-II E-17, Transfer within patient Care Unit, of the Nursing Services Manual (2) 6301-I E-3, Discharge of Patient from Hospital, of the Nursing Services Manual (3) 6580-B13, Transfer from SNU to Acute Care Facility, of the Skilled Nursing Facility Manual (4) 6580-C6, Transfer/Discharge Requirements, of the Skilled Nursing Facility Manual (5) 6580-C8, Admission from Acute Care Facility to SNF, of the Skilled Nursing Facility Manual (6) 6580-C9, Pre-Admission Screening of mentally Ill Individuals with mental Retardation, of the Skilled Nursing Facility Manual (7) A-PS300, SBAR Communication/patient Hand-off Communication, of the Administrative Manual | 10/24/12 | 12/2015 | 12/2018 | |
| 14 | Social Services Manual | 6431-2 | Areas of Social Work Services | | | 10/1986 | 11/2008 | 11/2011 | |
| 15 | Social Services Manual | 6431-6 | Social Services Consultation and Referral Procedures | | | 10/1986 | 08/2015 | 08/2018 | |
| 16 | Social Services | 6431-9 | Home Health Care Services Referral | | | 01/07/99 | 02/2014 | 02/2017 | |
| 17 | Nursing Services Manual | A-PC1400 | Code Blue Team: Duties and Responsibilities | 6301-II C-4, Code 72 Team: Duties and Responsibilities, of the Administrative Manual made effective July 2012 | (1) A-PC500, Emergency Equipment (Crash Cart) Maintenance, Preparation and Exchange Process, of the Administrative Manual (2) 1001, Crash Cart Box - Code 72 Box, of the Pharmacy Department Manual (3) 1004, Crash Cart Box - Drugs Maintained, of the Pharmacy Department Manual | 12/21/18 | 07/2018 | 07/31/21 | |
| 18 | Pharmacy Department Manual | 1002 | Crash Cart Box - Inspection | | | 06/09/07 | 04/2015 | 04/2018 | |
| 19 | Pharmacy Department Manual | 1003 | Crash Cart Box - Control and Security | | | 06/09/07 | 04/2015 | 04/2018 | |
| 20 | Pharmacy Department Manual | 1004 | Crash Cart Box - Drugs Maintained | | | 06/09/07 | 04/2015 | 04/2018 | |
| 21 | Medical Staff | 6170-1 | Determination of Death | | | 06/17/92 | 06/1992 | 06/1995 | |

ADMINISTRATIVE MANUAL POLICY REPOSITORY

| | DEPARTMENT/ UNIT | POLICY NO. | POLICY TITLE | RESCINDED POLICY POLICY(IES) | RELATED POLICY(IES) | EFFECTIVE DATE | REVIEWED/ REVISED | NEXT REVIEW DATE | COMMENTS |
|--|-----------------------------|---------------|---|--|--|-------------------|----------------------|---------------------|--|
| 22 | Nursing Services Manual | 6301-I F-8 | Jail Custody Patient | 6301-I F-8, Jail Custody Patient, of the Nursing Services Manual made effective August 2009 | (1) 6104-3, Forensic Staff Orientation, of the Education Department Manual (2) 6301-II C-16 Restraint for Non-Behavioral Reasons, of the Nursing Services Manual (3) 411, Forensic Patient Policy, of the Safety and Security Manual | 08/2015 | 08/2015 | 08/2018 | |
| 23 | Nursing Services Manual | 6301-II-E-13 | Academic Education for Long-Term School Aged Patients | 6301-24, Academic Education for Long-Term Pediatric Patients | | 07/2012 | 12/2015 | 12/2018 | |
| 24 | Nursing Services Manual | 6301-II D-1 | Patient Education | | 6140-6, Patient/Family Education Program, of the Education Department Manual made effective August 4, 2000 | 09/2012 | 11/2015 | 11/2018 | |
| 25 | Education Department Manual | 6140-6 | Patient/Family Education Program | | (1) 6301-II D-1, Patient Education, of the Nursing Services Manual | 11/28/12 | 11/2015 | 11/2018 | |
| 26 | Education Department Manual | 6140-7 | Provision of Patient/Family Education | 6140-7, Provision of Patient/Family Education, of the Education Department Manual made effective August 28, 1995 | | 08/28/95 | 11/2015 | 11/2018 | |
| 27 | Education Department Manual | 6140-8 | Patient Education Resources | 6140-8, Patient Education Resources, of the Education Department Manual made effective September 18, 2009 | | 12/28/12 | 11/2015 | 11/2018 | |
| RECORD OF CARE, TREATMENT, AND SERVICES | | | | | | | | | |
| 1 | HIMC | A-RC100 | Health Information Management Committee | | A-RC110, Standard Format and Approval Process for Medical Record Forms, of the Administrative Manual | 12/12/16 | 12/2016 | 12/2019 | Correction needed for referenced policy. |
| 2 | HIMC | A-RC110 | Standard Format and Approval Process for Medical Record Forms | | A-RC100, Health Information Management Committee, of the Administrative Manual | 12/12/16 | 12/2016 | 12/2019 | |
| 3 | Medical Records | A-RC200 | Entries in the Medical Record | | | 12/12/16 | 12/2016 | 12/2019 | |
| 4 | Medical Records | A-RC300 | Copy and Paste Functionality and Use of Templates in the Electronic Health Record | | | 12/14/16 | 12/2016 | 12/2019 | |

ADMINISTRATIVE MANUAL POLICY REPOSITORY

| | DEPARTMENT/ UNIT | POLICY NO. | POLICY TITLE | RESCINDED POLICY POLICY(IES) | RELATED POLICY(IES) | EFFECTIVE DATE | REVIEWED/ REVISED | NEXT REVIEW DATE | COMMENTS |
|-------------------------------------|--------------------------------------|---------------|---|--|---|-------------------|----------------------|---------------------|----------|
| 7 | Medical Records | A-RC500 | Patient Identification Labels and Bands | 8560-09 of PSR, effective 07/23/2005 | | 05/17/21 | 03/2021 | 03/2024 | |
| 8 | Nursing Services Manual | 6301-I E-1 | Electronic Based Documentation Guidelines | (1) 6301-I E-1, Automated Documentation, of the Nursing Administration Manual made effective August 2009 (2) 6301-I E-13, Nurses Notes, of the Nursing Services Manual made effective August 2009 (3) 6301-F-11, Standard Care Plan, of the Nursing Administration Manual made effective August 2009 (4) 6301-II C-13, Planning of Patient Care, of the Nursing Services Manual made effective August 2009 (5) 6301-II B-4, Initial Admission/Discharge Planning/Reassessment Process, of the Nursing Services Manual made effective August 2009 (6) 6301-18, Initial Admission/Discharge Planning/Reassessment Process of the Administrative Manual (7) 6431-4A, Discharge Planning Program Implementation Policy, of the Administrative Manual made effective May 1990 (8) 6431-4B, Patient Care Planning Implementation of the Administrative Manual, made effective May 1990 | | 09/2009 | 05/2015 | 05/2018 | |
| | Medical Records Department Manual | 6433-75 | Use of Abbreviations, Acronyms, Symbols, and Dose Designations | 6433-1, Abbreviations, of the Administrative Manual made effective May 15, 1991 (2) 6433-75, Unacceptable Abbreviations, of the Medical Records Department Manual made effective January 15, 2009 | 701, Medication Orders, of the Pharmacy Department Manual | 01/19/12 | 01/2012 | 01/2015 | |
| | Medical Records Department | 6433-3 | Medical Records, Release of Information | | | 04/19/91 | 03/1993 | 03/1996 | |
| | Medical Records Department | 6433-4 | Retention of Records | | | 08/1990 | 07/1992 | 07/1995 | |
| PERFORMANCE IMPROVEMENT | | | | | | | | | |
| | Performance Improvement Committee | A-PI100 | Quality Assessment and Performance Improvement Plan | A-PI100, Quality Assessment and Performance Improvement Plan of the Administrative Manual interim approved October 26, 2017 | (1) A-PS800, Patient Safety Program, of the Administrative Manual (2) Risk Management Program of the Risk Management Manual (3) A-LD700, Management and Oversight of External Service Provider Agreements | 04/12/18 | 03/2018 | 03/2021 | |
| | Guest Relations | A-PI200 | Patient Satisfaction Survey Program | 6190-3, Patient Satisfaction Survey Program, of the Administrative Manual made effective November 7, 1994 | (1) 104-03, complaint Follow-up, of the Guest Relations Department Policy Manual (2) 104-04, Referring Complaints to Someone Else, of the Guest Relations Department Policy Manual | 04/12/18 | 10/2017 | 10/2020 | |
| TISSUE AND TRANSPLANT SAFETY | | | | | | | | | |

ADMINISTRATIVE MANUAL POLICY REPOSITORY

| | DEPARTMENT/ UNIT | POLICY NO. | POLICY TITLE | RESCINDED POLICY POLICY(IES) | RELATED POLICY(IES) | EFFECTIVE DATE | REVIEWED/ REVISED | NEXT REVIEW DATE | COMMENTS |
|--|---------------------|---------------|---|---|------------------------|-------------------|----------------------|---------------------|----------|
| | | A-TS100 | Organ and Tissue Donation/Transplantation | (1) 6301-II A-9, Organ and Tissue Donation/Transplantation of the Nursing Services Manual made effective November 20, 1991 (2) 6301-6, Organ and Tissue Donation/Transplantation of the Administrative Manual, made effective November 20, 1991 | | 10/23/12 | 10/2012 | 10/2015 | |
| | | A-TS200 | Tissue Management | | | 04/30/10 | 04/2010 | 04/2013 | |