

GUAM MEMORIAL HOSPITAL AUTHORITY

POLICY REPOSITORY DATABASE

Department/Unit	Responsibility	Policy No.	Policy Title	Effective Date	Reviewed/ Revised Date	Endorsed Date	Rescinded Policy(s) (Dept./Policy #)	Next Review/Update Due Date
Patient Registration	Patient Registration	8560-01	Scope of Services	03/1996	01/2011	EMC 09/2008		APPROVED
Patient Registration	Patient Registration	8560-02	Interdepartmental Relationship	03/1996	01/2010	EMC 09/2008		APPROVED
Patient Registration	Patient Registration	8560-03	Check In Process-Main Office	11/08/1995	08/2007	EMC 09/2007		APPROVED
Patient Registration	Patient Registration	8560-04	Review of ER Documents/Listing	10/1998	11/2020	EMC 09/2007		APPROVED
Patient Registration	Patient Registration	8560-05	Census Reconciliation	10/1998	07/2011	EMC 09/2007		APPROVED
Patient Registration	Patient Registration	8560-06	Insurance Verification and Eligibility for Govt Medical Asst.	06/03/94	11/2020	EMC 09/2007		APPROVED
Patient Registration	Patient Registration	8560-07	Preadmission Process-Ambulatory	03/1996	01/2011	EMC 09/2007		APPROVED
Patient Registration	Patient Registration	8560-08	Employees Request For Time Off	09/1993	01/2010	EMC 09/2007		APPROVED
Patient Registration	Patient Registration	8560-10	Registration Process For Dead on Arrivals (DOA)	03/1993	01/2011	EMC 09/2007		APPROVED
Patient Registration	Patient Registration	8560-11	Patients Legal Change of Name	04/23/1997	11/2020	EMC 09/2007		APPROVED
Patient Registration	Patient Registration	8560-12	New Employee General Orientation and Training	10/1998	01/2011	EMC 09/2008		APPROVED
Patient Registration	Patient Registration	8560-15	Discharge Process for Interim Accounts	10/2001	01/2011	EMC 09/2007		APPROVED
Patient Registration	Patient Registration	8560-16	Vacation Scheduling	09/1997	07/2011	EMC 09/2007		APPROVED
Patient Registration	Patient Registration	8560-18	Inpatient Admitting Process	09/2009	02/2011			APPROVED
Patient Registration	Patient Registration	8560-19	Illness While On Duty	10/1998	08/2007	EMC 09/2007		APPROVED
Patient Registration	Patient Registration	8560-20	Custody, Transfer and Receipt of Funds	09/1997	08/2011			APPROVED
Patient Registration	Patient Registration	8560-27	Patient Registration Department Safety	08/2008	002/2011	EMC 09/2008		APPROVED
Patient Registration	Patient Registration	8560-28	Bi-Weekly Safety Inspections	03/1976	01/2011	EMC 09/2008		APPROVED
Patient Registration	Patient Registration	8560-29	Code '99'	03/1976	01/2011	EMC 09/2008		APPROVED
Patient Registration	Patient Registration	8560-30	Right To Know Law	03/1976	01/2011	EMC 09/2008		APPROVED
Patient Registration	Patient Registration	8560-31	Material Safety Data Sheet	03/1976	01/2011	EMC 09/2008		APPROVED
Patient Registration	Patient Registration	8560-32	Department Infection Control Plan	03/1976	02/2011	EMC 09/2008		APPROVED
Patient Registration	Patient Registration	8560-33	Disaster/Emergency Preparedness	03/1976	02/2011	EMC 09/2008		APPROVED
Patient Registration	Patient Registration	8560-34	Typhoon Preparedness	03/1976	01/2011	EMC 09/2008		APPROVED
Patient Registration	Patient Registration	8560-45	Discharge Process	02/2005	08/2007	EMC 09/2007		APPROVED
Patient Registration	Patient Registration	8560-46	Terms and Conditions	08/2008	07/2011	EMC 09/2008		APPROVED
Patient Registration	Patient Registration	8560-50	Deductibles and Co-Insurance Payment Collection	11/2005	07/2009	EMC 09/2007		APPROVED
Patient Registration	Patient Registration	8560-53	Training for New Personnel	10/2009	08/2011	EMC NEW		APPROVED
Patient Registration	Patient Registration	8560-58	Determining Primary Insurance	06/2012	06/2012	EMC NEW		Currently under review in 2011 by COA