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| **Procedure Name:** | [Subject] |
| **Procedure Number:** | Writer will recommend procedure number or a section number and Quality Improvement will approve and finalize. |
| **Domain:** | The department/program that is responsible for the procedure. |
| **Approved By:** | First Name Last Name, Title of the person/people who approved the document. List separate people on separate lines |
| **Created/Written By:** | First Name Last Name, Title of the person/people who approved the document. List separate people on separate lines |
| **Effective Date:** | Click here to enter a date. |
| **Date(s) of Revision:** | Click here to enter a date. |
| **References:** | List and include links to any additional policies, procedures, tools, or files referenced in the procedure. |

## STATEMENT OF PURPOSE

Describes the overall objectives, functions, or tasks that the procedure is designed to accomplish and the circumstances under which the procedure should be used.

## AREAS OF RESPONSIBILITY

Lists departments and individual job titles for those who have responsibility for aspects of daily control and coordination of the procedure, authority to approve exceptions to the procedure (if applicable), and procedural implementation (including responsibility for any electronic or written forms).

## PROCEDURE

Using an approach customized to the subject, provide the reader with the necessary procedural and “how to” information. Included in this section should be definitions of unique terms, terms subject to different interpretation, and copies of all forms needed to complete the procedure. A process flow chart might also be included in this area. Procedures may be written as an outline of each step required, a checklist of what needs to be done, an explanation of how to complete necessary forms/screens, etc.

## GETTING HELP

The department and specific individual position title (with contact information, as appropriate) that should be contacted for help completing forms or carrying out procedures. This should also include links/directions to find training opportunities on the topic or procedure.