

## **75049 Written Administrative Policies**

### **(a)**

Written administrative policies shall be established and implemented and shall be reviewed at least annually and revised as necessary.

### **(b)**

The policies shall include the following: (1) Management and personnel policies which include job descriptions detailing the functions of each classification of employee or volunteer. (2) Policies for acceptance of patients and termination of services shall include rate of charge for care, charges for outside services, limitation of services, cause for termination of services and refund policies applying to termination of services. These policies shall be made available to patients or their agents upon admission and upon request and shall be made available to the public upon request. (3) Policies and procedures governing patient health records which are developed with assistance of a person skilled in record maintenance and preservation.

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**(3)**

Policies and procedures governing patient health records which are developed with assistance of a person skilled in record maintenance and preservation.