

**LSU HEALTH CARE SERVICES DIVISION
POLICY ISSUANCE SYSTEM**

POLICY NUMBER: 5001-24

CATEGORY: Policies, Procedures and Memoranda

CONTENT: Health Care Services Division
Policy Issuance System

APPLICABILITY: This policy applies to all persons employed by the Health Care Services Division Administration (HCSDA). Policies and/or procedures applicable only internally to Lallie Kemp Hospital (LKMC) are exempted from the policy issuance system.

EFFECTIVE DATE: Issued: March 20, 1996
Revised: February 6, 2002
Revised: July 13, 2004
Revised: June 23, 2006
Revised: September 27, 2007
Reviewed: July 8, 2009
Reviewed: June 10, 2010
Reviewed: June 2, 2011
Reviewed: September 20, 2012
Reviewed: October 5, 2013
Reviewed: January 26, 2015
Reviewed: April 29, 2016
Reviewed: June 1, 2017
Revised: February 14, 2023
Revised: November 3, 2023
Reviewed: November 22, 2024

INQUIRIES TO: Policy Issuance Section
LSU-Health Care Services Division
Post Office Box 91308
Baton Rouge, LA 70821

Note: Approval signatures/titles of policy owner/creator are on the last page

**LSU - HEALTH CARE SERVICES DIVISION
POLICY ISSUANCE SYSTEM**

I. STATEMENT OF POLICY

The Health Care Services Division (HCSD) policy issuance system provides the mechanism through which policies and procedures are established, revised, amended, retired, disseminated and maintained, to ensure the efficient flow of policy and procedures.

II. PURPOSE

- A. Policy Issuance will develop definitions, standards, and formats for policies, and, in some cases, assist in developing policies, procedures, and memoranda.
- B. A policy is a principle or regulation.
- C. A procedure is a method for implementing a policy.
- D. A memorandum is for emergencies or for information dispensing. Memoranda will not be formally issued through the policy issuance system, but may be distributed through the Policy Issuance distribution system.
- E. The following HCSD policies will be promulgated through the Policy Issuance System:
 - 1. Policies initiated by HCSD Administration (HCSDA)
 - 2. Policies affecting more than one section/division of the HCSDA
 - 3. Policies affecting LKMC
- F. Policies and/or procedures applicable only internally to LKMC are exempted from this policy issuance system.

III. IMPLEMENTATION

This policy and subsequent revisions to the policy shall become effective upon approval and signature of the HCSD Chief Executive Officer or Designee and signatures of policy owner and/or creator.

IV. REVIEW

All HCSD policies will be reviewed annually by the owner/creator of each policy. Review/update will be conducted within the Online Policy Management System in accordance with procedures outlined in this policy.

V. PROCEDURES

Policy Issuance Division has developed a Subject Classification Coded Index. (Refer to Attachment A). Policies and procedures are identified by their primary subject content for placement in applicable subject classification index and for reader identification.

Policies are created and/or updated through the Online Policy Management System. Questions regarding whether a policy should be created in the Online Policy Management System, should be directed to Policy Issuance Division.

- A. Format
 - 1. Cover Page - (refer to Attachment B)
 - 2. Content Subjects – Mandatory (refer to Attachment C)
 - 3. Content Subjects – Optional as needed (refer to Attachment D)

- B. New Policies
 - 1. Contact Policy Issuance Division for Index number.
 - 2. Policy draft shall be routed to applicable staff for review and comments to include LKMC staff if policy is applicable to LKMC.

- C. Revisions to existing Policies
 - 1. Major revisions to an existing policy shall be routed to applicable staff for review and comments to include LKMC staff, if policy is applicable to LKMC. The cover page will indicate “Revised” and date.
 - 2. Minor revisions or no revisions does not require routing to other staff. The cover page will indicate “Reviewed” and date.

- D. Issuance of New or Revised Policy
 - 1. Policies will be published in accordance with the procedures of the Online Policy Management System.
 - 2. New Policy - Owner/creator will notify applicable administration staff and LKMC staff, if applicable, when a new policy is finalized and published in the Online Policy Management System.
 - 3. Revised Policy with major revisions - Owner/creator will notify applicable administration staff and LKMC staff, if applicable, of a revised policy when finalized and published in the Online Policy Management System.

- E. Signatures – Any person who has the authority to edit and/or revise a policy shall also sign the policy.
 - 1. Owner
 - 2. Creator
 - 3. If the owner and creator are the same person, only one signature is required.
 - 4. If the owner and creator are two different persons, both shall sign.
 - 5. Final Signature - HCSD Chief Executive Officer/Designee

- F. Retire a Policy
 - 1. Owner/creator will send email to Policy Issuance Division with justification for discontinuing the policy
 - 2. Owner/creator will also notify IT Department to delete from website, table of contents, etc.

VI. POLICY HISTORICAL DATA/RECORDS

The Policy Issuance Division will maintain a record of all original policies, and/or retired policies which may be requested for litigation, court cases, attorney requirements, audit requests, or any other specific regulatory agency.

VII. EXCEPTION

The HCSD CEO or designee may waive, suspend, change or otherwise deviate from any provision of this policy they deem necessary to meet the needs of the agency as long as it does not violate the intent of this policy, state and/or federal laws, Civil Service Rules and Regulations. LSU Policies/Memoranda, or any other governing body regulations.

ATTACHMENT A

SUBJECT CLASSIFICATION CODE

ADMINISTRATIVE SERVICES	0500
ENGINEERING AND CONSULTING SERVICES	2000
FISCAL SERVICES	2500
INFORMATION PROCESSING	3000
HUMAN RESOURCES	4500
POLICY ISSUANCE	5000
OTHER HOSPITAL/PATIENT RELATED SERVICES	6500
LEGAL	7000
HIPAA	7500
INFORMATION SECURITY	7700
COMPLIANCE	8500
RESEARCH	10000

ATTACHMENT B – COVER PAGE FORMAT

LSU HEALTH CARE SERVICES DIVISION

POLICY NUMBER: Policy number followed by current year
(Example: 5000 – 22)

CATEGORY: Refer to Attachment A

CONTENT: Include subject/explanation contained in the Policy

APPLICABILITY: Specify who the policy will apply to
Employees of the Health Care Services Division Administration?
Unclassified and/or Classified?
Vendors/Volunteers/contractual agreement, etc?

Employees of Lallie Kemp Medical Center?
Unclassified and/or Classified?
Vendors/Volunteers/contractual agreement, etc?

EFFECTIVE DATE: (Choose one)
Issued: Date new policy is created
Revised: Date of major revisions
Reviewed: Date reviewed, (no major revisions, some minor)

Dates should run from date of issue to most recent. Example:

EFFECTIVE DATE: Issued: March 20, 1996
Revised: February 6, 2002
Revised: June, 23, 2006
Reviewed: July 8, 2009
Reviewed: June 10, 2010
Reviewed: June 2, 2011
Reviewed: September 20, 2012
Reviewed: October 5, 2013
Reviewed: January 6, 2015
Reviewed: April 29, 2018
Revised: February 15, 2023

INQUIRIES TO: Division Name
LSU-Health Care Services Division
Post Office Box 91308
Baton Rouge, LA 70821

Note: Approval signatures/titles are on the last page

ATTACHMENT C - MANDATORY CONTENT SUBJECTS

STATEMENT OF POLICY – Why is the policy needed/required. Include any applicable laws, LSU Permanent memoranda, and/or Chancellor’s memoranda, Civil Service Rules, etc., that mandate policy.

If policy applies to Lallie Kemp Medical Center, and in order to avoid repeating Lallie Kemp Medical Center throughout the policy, include the following statement at the bottom of the Statement of Policy section:

Note: Any reference herein to Health Care Services Division (HCSD) also applies and pertains to Lallie Kemp Medical Center (LKMC).

IMPLEMENTATION

This policy and subsequent revisions to the policy shall become effective upon approval and signature of the HCSD Chief Executive Officer or Designee*.

*Designee should always be included as option for signature/approval.

EXCEPTION

The HCSD CEO or designee may waive, suspend, change or otherwise deviate from any provision of this policy they deem necessary to meet the needs of the agency as long as it does not violate the intent of this policy, state and/or federal laws, Civil Service Rules and Regulations; LSU Policies/Memoranda, or any other governing body regulations.

ATTACHMENT D – OPTIONAL CONTENT SUBJECTS MAY INCLUDE, BUT NOT LIMITED TO:

PURPOSE

DEFINITIONS

PROCEDURES

ROLES AND RESPONSIBILITIES

VIOLATIONS/CONSEQUENCES

POSTING/REPORTING REQUIREMENTS

MISCELLANEOUS


Document Metadata

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Creator: Townsend, Kathy
HCSO Human Resources Director
Committee / Policy Team: Main Policy Team
Owner/SME: Townsend, Kathy
HCSO Human Resources Director
Manager: Townsend, Kathy
HCSO Human Resources Director
Author(s): Wicker, Claire M.
PROJECT COORDINATOR
Gooden, Angela
Policy Project Manager
Approver(s): Wilbright, Wayne
Chief Medical Informatics Officer
Gooden, Angela
Policy Project Manager
Townsend, Kathy
HCSO Human Resources Director
Publisher: Wicker, Claire M.
PROJECT COORDINATOR


Digital Signatures:

Currently Signed

Approver:
Gooden, Angela
Policy Project Manager


11/26/2024

Approver:
Townsend, Kathy
HCSO Human Resources Director


11/26/2024

Approver:
Wilbright, Wayne



11/26/2024