SDCMH Approval Process Matrix
To be utilized in conjunction with Policy Template

Department/Policy Type	Initial Approval	Secondary Approval	Committee Approval	Final Approval
Administration	Department Manager/Director	Executive Leader (Department)	Executive Leadership	
Acute Care Patient Care Policies	Acute Care Manager	CNO	Medical Executive Committee (MEC) (Quality)	
Acute Care Medication Policies	Acute Care Manager	CNO	Pharmacy & Therapeutics (P&T) Committee	MEC (Quality)
Clinical Informatics	Clinical Informaticist	COO	Safety Committee	Executive Leadership
Compliance/Privacy	Compliance Officer/Privacy Officer		Compliance Committee	Board
Dietary Patient Nutrition policies/Diet Manual	Dietary Manager Dietician	CNO	P&T Committee	MEC (Quality)
Dietary Department/Safety/Emergency Preparedness policies	Dietary Manager Dietician	CNO	Safety Committee	Executive Leadership
Emergency Department Patient Care Policies	ED Manager	CNO ED Medical Director	MEC (Quality)	
Emergency Department Medication Policies	ED Manager	CNO ED Medical Director	P & T Committee	MEC (Quality)
Environmental Services (EVS) Hazardous Policies	EVS Manager	Safety Director	Safety Committee	Executive Leadership
Environmental Services (EVS) Cleaning Policies	EVS Manager	Infection Control (IC) Nurse	IC Committee	Executive Leadership
Employee Health	Employee Health Nurse Risk Manager	Human Resources CNO		Medical Director
Finance	Controller	CFO	Compliance Committee	Board
HIM	HIM Manager	CFO	Compliance Committee	Board
Human Resources (HR)	HR Director	Executive Leadership	Board	
Imaging	Imaging Manager CNO	Imaging Medical Director	MEC (Quality)	
Infection Control (IC)	IC Nurse CNO	IC Medical Director	IC Committee	MEC (Quality)
Infusion Center	Clinic Nurse Manager CNO	Medical Director	MEC (Quality)	
IT/Security	IT Manager Security Officer	COO	Compliance Committee	Board
Lab General	Lab Supervisor Lab Manager	Lab Medical Director	MEC (Quality)	
Lab Blood/Critical Values	Lab Supervisor Lab Manager	CNO Lab Medical Director	MEC (Quality)	

Maintenance	Maintenance Director		Safety Committee	Executive Leadership
Marketing **General Policies**	Community Relations Director		Executive Leadership	
Materials Management	Materials Management Manager	CFO	Executive Leadership	
Medical Staff	Hospital Medical Director		MEC (Quality) Medical Staff	Board
Oncology **General Policies**	Clinic Nurse Manager	CNO ONC Medical Director	MEC (Quality)	
Oncology **Medication Policies**	Clinic Nurse Manager	CNO ONC Medical Director	P&T	MEC (Quality)
Pharmacy	Pharmacist	Medical Director	P&T	MEC (Quality)
Quality	Quality Director	CNO Medical Director	Quality Committee	MEC (Quality)
Revenue Cycle	Revenue Cycle Director	CFO	Compliance Committee	
Risk Management	Risk Manager	COO	Compliance Committee	Board
Rural Health Clinics (RHC)	RHC Director CNO	RHC Medical Director	RHC Quality Improvement Committee	
Safety	Safety Director CNO	Hospital Medical Director	Safety Committee	Executive Leadership
Senior Life Solutions	Program Director CNO	SLS Medical Director	MEC (Quality)	
Specialty Clinic	Specialty Clinic Nurse Manager CNO	Medical Director (Specialty)	MEC (Quality)	
Surgery **General Policies**	Nurse Manager CNO	CRNA Surg Medical Director	MEC (Quality)	
Surgery **Medication Policies**	Nurse Manager CNO	CRNA Surg Medical Director	P&T	MEC (Quality)
Swing Bed	Acute Care Manager CNO	Hospital Medical Director	MEC (Quality)	
Therapy Services	Therapy Manager	Hospital Medical Director	MEC (Quality)	

Mission:
To Provide Community Access to Quality Care