

ARROWHEAD REGIONAL MEDICAL CENTER
DEPARTMENT OF AMBULATORY CARE SPECIALTY CARE POLICIES AND PROCEDURES
2022 Summary of Policy Revisions

Policy #	New	Major	Minor	Reviewed	Policy Title	Explanation (New and Major Only)
		X			Table of Content: Outpatient Specialty Care Policy and Procedure Manual	Added new policies from the retired Wound Care Policy Manual. Deleted policies due to change in practice or combined with existing policies.
101.00 v6				X	Mission, Vision, and Value Belief System	
102.00 v7			X		Organizational Structure and Function	
103.00-104.00					No Policy	
105.00 v4				X	Improving Organizational Performance	
106.00 v6			X		Communication of Information / Staff Meetings	
107.00					No Policy	
108.00 v7				X	Guidelines for Patient Dismissal	
109.00 v6			X		Reinstatement of Dismissed Patients	
110.00 v5		X			Definitive Care	Delete Policy. Process exists in Specialty Care (SPC) 506.01
111.00-150.00					No Policy	
151.00 v5			X		Scope of Service – Outpatient Specialty Care Clinics	
151.01 v5			X		Scope of Service Orthopedic Clinic and Ortho Services	
151.02 v4		X			Scope of Service Rehabilitation Clinic	Delete policy. Rehab clinic no longer a service line in the specialty clinics.
151.03 v2			X		Scope of Service Cardiac Clinic	
151.04 v5			X		Scope of Service Internal Medicine Clinic	
151.05 v5			X		Scope of Service Surgery Clinic	
151.06 v4			X		Scope of Service – Oral/Maxillary/Facial Surgery (OMFS), Ear Nose & Throat (ENT), Audiology Clinic	

ARROWHEAD REGIONAL MEDICAL CENTER
DEPARTMENT OF AMBULATORY CARE SPECIALTY CARE POLICIES AND PROCEDURES
2022 Summary of Policy Revisions

Policy #	New	Major	Minor	Reviewed	Policy Title	Explanation (New and Major Only)
151.07 v5			X		Scope of Service Ophthalmology Clinic	
151.08 v5			X		Scope of Service Women's Health Clinic	
151.09 v5			X		Scope of Service Pediatric Clinic	
151.10 v4			X		Scope of Service Oncology & Infusion	
151.11 v2			X		Scope of Service Pain Clinic	
152.00 v1	X				Scope of Service Wound Clinic	Wound Care Policy previously named "Plan for Provision of Care". Manual retired, policy renamed and moved to Specialty Care Policies and Procedures Manual. Renumbered SPC 152.00
152.01 v1	X				Patient Referrals to Wound Clinic	Wound Care Policy previously named "Patient Referrals". Manual retired, policy renamed and moved to Specialty Care Policies and Procedures Manual. Renumbered SPC 152.01
152.02 v1	X				Wound Clinic Initial Assessment	Wound Care Policy previously named "Initial Assessment". Manual retired policy, renamed and moved to Specialty Care Policies and Procedures Manual. Renumbered SPC 152.02
152.03 v1	X				Wound Assessment	Wound Care Policy previously under retired policy manual. Moved to Specialty Care Policies and Procedures Manual. Renumbered SPC 152.03
152.04 v1	X				Topical Treatments for Wound	Wound Care Policy previously under retired policy manual. Moved to Specialty Care Policies and Procedures Manual. Renumbered SPC 152.04
152.05 v1	X				Secondary Dressings	Moved to Specialty Care Policies and Procedures Manual. Renumbered SPC 152.05

ARROWHEAD REGIONAL MEDICAL CENTER
DEPARTMENT OF AMBULATORY CARE SPECIALTY CARE POLICIES AND PROCEDURES
2022 Summary of Policy Revisions

Policy #	New	Major	Minor	Reviewed	Policy Title	Explanation (New and Major Only)
152.06 v1	X				Wet to Dry Dressings	Moved to Specialty Care Policies and Procedures Manual. Renumbered SPC 152.06
152.07 v1	X				Advanced Wound Care Procedures	Moved to Specialty Care Policies and Procedures Manual. Renumbered SPC 152.07
152.08 v1	X				Principles of Advanced Wound Care	Moved to Specialty Care Policies and Procedures Manual. Renumbered SPC 152.08
152.09 v1	X				Wound Photography	Wound Care Policy previously named "Photography" under retired policy manual. Renamed and moved to Specialty Care Policies and Procedures Manual. Renumbered SPC 152.09
152.10 v1	X				Body Mechanics	Moved to Specialty Care Policies and Procedures Manual. Renumbered SPC 152.10
153.00-175.00					No Policy	
176.00 v6			X		Patient's Rights – Privacy, Dignity, Visitors	
177.00 v5			X		Telephone Messages	
178.00					No Policy	
178.01 v1		X			2-Way Communication Device Use in the Clinics	Delete Policy, process no longer in practice
179.00					No Policy	
180.00 v6			X		Patient Complaints	
181.00					No Policy	
182.00 v6				X	Professional Conduct and Phone Etiquette	
183.00 v6			X		Conduction of Personal Business	
200.00-240.00					No Policy	

ARROWHEAD REGIONAL MEDICAL CENTER
DEPARTMENT OF AMBULATORY CARE SPECIALTY CARE POLICIES AND PROCEDURES
2022 Summary of Policy Revisions

Policy #	New	Major	Minor	Reviewed	Policy Title	Explanation (New and Major Only)
241.00 v7		X			New Hire Orientation and Competency Assessments	Added information about competency assessments
242.00					No Policy	
243.00 v6		X			Annual Clinic Competency Assessment	Policy deleted and added to SPC 241.00 New Hire Orientation and Competency Assessments
244.00-261.00					No Policy	
262.00 v6				X	Spirometer	
263.00-264.00					No Policy	
265.00 v7				X	De Soutter Medical Clean Cast System	
266.00 v6		X			Special Equipment	Deleted this policy and combined with SPC 406.00 "Inspection of Equipment"
267.00					No Policy	
268.00 v5		X			Pulse Oximeter	Deleted. Process is not practiced by clinic staff. Oximetry is performed by Respiratory Therapists who bring their own equipment
301.00 v6				X	Management of Patient Property	
302.00 v5			X		Documentation Outpatient Care	
303.00-321.00					No Policy	
322.00 v6			X		Late Arrival for Appointments / No Show	
323.00-342.00					No Policy	
343.00 v5		X			Billing Process / Encounter Forms	Deleted process no longer in practice. Billing department to submit a new ARMC policy on billing process.
344.00 v6		X			Provision of Medical Supplies, Durable Medical Equipment (DME), and Assistive Devices	Deleted; process no longer in practice

ARROWHEAD REGIONAL MEDICAL CENTER
DEPARTMENT OF AMBULATORY CARE SPECIALTY CARE POLICIES AND PROCEDURES
2022 Summary of Policy Revisions

Policy #	New	Major	Minor	Reviewed	Policy Title	Explanation (New and Major Only)
345.00 v7				X	Procurement Handling & Storage of Medical Supplies and Equipment	
346.00 v6				X	Prescriptions	
400.00 v4			X		Cleaning of Scope Cabinets	
401.00					No Policy	
402.00 v6				X	Infection Control – General Information	
402.01 v6				X	Infection Control	
402.02 v6				X	Cleaning Patient Rooms & Equipment	
403.00 v6			X		Handling Specimens	
404.00 v7				X	Hazardous Materials	
405.00 v7				X	Downtime for Systems Failure	
406.00 v7		X			Inspection of Equipment	Added SPC 266.00 “Special Equipment”
407.00 v6				X	Cleaning Dental Vacuum Line System	
408.00-420.00					No Policy	
421.00 v6				X	Emergency Response	
422.00 v6				X	Code Pink/Purple Response	
423.00 v6		X			Safety Information	Delete and combine with SPC 241.00 New Hire Orientation and Competency Assessments
424.00 v6				X	Escorting Patients	
425.00					No Policy	
426.00 v6				X	Emergency Operations Responses to Color Code	

ARROWHEAD REGIONAL MEDICAL CENTER
DEPARTMENT OF AMBULATORY CARE SPECIALTY CARE POLICIES AND PROCEDURES
2022 Summary of Policy Revisions

Policy #	New	Major	Minor	Reviewed	Policy Title	Explanation (New and Major Only)
427.00-499.00					No Policy	
500.00 v4				X	Critical Lab Values	
501.00 v7			X		Management of Emergency Conditions	
502.00 v6		X			Patient Flow	Updated with new Epic workflows
503.00 v6			X		Preparing a Patient for Examination	
504.00 v5				X	Diagnostic Tests	
505.00 v4				X	Anaphylactic Management	
506.00 v7			X		Discharging Patients from Outpatient Specialty	
506.01 v5			X		Admissions to the Hospital from Outpatient Specialty Care	
507.00 v6				X	Custody Patient Processing of Services	
508.00 v3				X	Patient Pain Management	
509.00					No Policy	
510.00 v6				X	Tuberculin Skin Test Administration and Interpretation	
511.00 v5				X	Food for Patient Use	
512.00 v4				X	After Hours Specialty Service Access	
513.00-520.00					No Policy	
521.00 v6				X	TICE Bacillus of Calmette and Guerin (BCG) Administration	
522.00 v5				X	Laser Tattoo Removal	
523.00 v4				X	Laser Use in Ophthalmology Clinic	
524.00					No Policy	

ARROWHEAD REGIONAL MEDICAL CENTER
DEPARTMENT OF AMBULATORY CARE SPECIALTY CARE POLICIES AND PROCEDURES
2022 Summary of Policy Revisions

Policy #	New	Major	Minor	Reviewed	Policy Title	Explanation (New and Major Only)
525.00 v5				X	Colposcopy	
526.00					No Policy	
527.00 v5				X	Loop Electrical Excision Procedure (LEEP)	
528.00 v6			X		Electrocardiogram (EKG)	
529.00 v4				X	Eye Safety	
530.00 v4				X	Air Filter of Laser Generated Airborne Contaminants	
531.00 v1	X				Outpatient Cervical Ripening with Transcervical Foley	New procedure in Women's health clinic requiring new policy
532.00-545.00					No Policy	
546.00 v6				X	Walk-In Screening for Orthopedics, Women's Health, and General Pediatrics	
547.00 v1	X				Screening and Managing Patients who Verbalize Mental Distress	Outlining process for the specialty clinics
548.00-551.00					No Policy	
552.00 v4		X			Referrals for Specialty Services	Deleted information that describes the workflow of the Call and Referral Center (CRC). CRC workflows already exists in CRC policies
553.00 v5				X	Referral from Emergency Department	
554.00 v3		X			Referral to Rehabilitation Services for Assistive Devices	Deleted; Process no longer in practice
555.00-561.00					No Policy	
562.00 v5			X		Alpha Feto-Protein (AFP) Screening	
563.00 v3				X	Multistix Urine Testing and Quality Control	
564.00 v4				X	Urine Pregnancy Testing and Quality Control	

ARROWHEAD REGIONAL MEDICAL CENTER
DEPARTMENT OF AMBULATORY CARE SPECIALTY CARE POLICIES AND PROCEDURES
2022 Summary of Policy Revisions

Policy #	New	Major	Minor	Reviewed	Policy Title	Explanation (New and Major Only)
565.00 v4				X	Accu-Chek Inform Use and Quality Control Testing	
566.00-575.00					No Policy	
576.00 v5				X	Patient Education	
577.00-580.00					No Policy	
581.00 v6				X	Elective Surgery	
582.00 v6				X	Emergency Surgery	
583.00 v8				X	Minor Surgical Procedures	
584.00 v6				X	Ambulatory Surgical Requirements for Preoperative Work-Up	
585.00 v5				X	Cystoscopy in Surgery / Urology Clinic	
586.00-590.00					No Policy	
591.00 v2				X	Medication Reconciliation	
592.00 v6		X		X	Medication Administration: General Guidelines and Safe Practices	Added pharmaceutical sample policy
593.00 v6				X	Rhogam Administration to Family Health Center Patients in the Women's Health Center	
594.00 v6				X	Depo Provera	
595.00 v6				X	Pediatric Immunizations	
595.01 v5				X	Vaccine Handling	
596.00 v6				X	Medication Control	
596.01 v5				X	Expiration of Medications and Supplies	
597.00					No Policy	

ARROWHEAD REGIONAL MEDICAL CENTER
DEPARTMENT OF AMBULATORY CARE SPECIALTY CARE POLICIES AND PROCEDURES

2022 Summary of Policy Revisions

Policy #	New	Major	Minor	Reviewed	Policy Title	Explanation (New and Major Only)
598.00 v4		X			Pharmaceutical Samples	Deleted and combined with SPC 592.00 Medication Administration