



Rancho Los Amigos National Rehabilitation Center

OUTPATIENT SERVICES

POLICY AND PROCEDURE

**SUBJECT: POLICY & PROCEDURE DOCUMENTS -
INTRODUCTION**

Policy No.: 2.01.02

Supersedes: 05/2019

Review Date: 02/2022

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I. PURPOSE

- A. To promote the policies, procedures, philosophy, objectives, and standards pertaining to the activities of Outpatient Services.
- B. The documents serve as reference and offer guidance.

II. PREPARATION OF MATERIAL

- A. The coordination of the contents of these documents is the responsibility of the Outpatient Administrator or Designee.
- B. The writing of the contents will be accomplished in a multi-disciplinary approach.

III. MAINTAINING THE DOCUMENTS

- A. The Outpatient Administrator or Designee will be responsible for maintaining the documents.
- B. They will be updated to reflect changes in clinical policies and procedures.
- C. They will be reviewed on a regular basis, or as needed, by the Area Administrator, Medical Director and Chief of Primary Care, Medical Director and Chief of Specialty Services, and the Assistant Nursing Director - Administration.
- D. As required, additional review and approval will be provided in consultation with Infection Control and Prevention, Medical Executive Committee (MEC), and Rancho's Executive Committee (EC).

IV. DISCLOSURE

- A. Outpatient Services is also subject to, and in compliance with, applicable policies and procedures established by the Department of Health Services and Rancho Los Amigos National Rehabilitation Center.
- B. The documents shall be available and accessible in electronic format from the facility intranet.

EFFECTIVE DATE: February 2022
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COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES