



**COUNTY OF LOS ANGELES DEPARTMENT OF HEALTH SERVICES**

Mitchell H. Katz, M.D.

Director

**Los Angeles County Department of Health Services**

<b>Policy &amp; Procedure Title:</b>		Conflicts between ORCHID Workflows and System Use with Existing Policies – Interim Policy	
<b>Category:</b>	100-199 General Administration	<b>Policy No.:</b>	101.01
<b>Originally Issued:</b>	10/1/2014	<b>Update (U)/Revised (R):</b>	
<b>DHS Division/Unit of Origin:</b>	ORCHID Oversight Committee		
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<b>Distribution: DHS-wide</b>	<input checked="" type="checkbox"/>	<b>If not DHS-wide, other distribution:</b>	

**PURPOSE:**

DHS and each of its facilities and departments have established policies to, among other purposes, promote the health, safety, and welfare of our patients, visitors, and staff and assure compliance with applicable laws and regulations governing our operation.

An integrated electronic health record (EHR) (the “Online Real-time Centralized Health Information Database or “ORCHID” system) has been developed by DHS to evolve our standards using state of the art EHR technology and leveraging the approaches for implementing such technology used by health care organizations across the nation.

The process of reconciling the new workflows provided by ORCHID with existing policies will take some time and will not be complete before we “Go-Live” on ORCHID. As a result, guidance is required to assist all of you to avoid confusion as to how to address any conflict or inconsistency between existing policies and the workflows established by ORCHID.

In addition to utilizing the policy below to avoid confusion, if all staff are mindful to resolve all doubts in favor of acting (1) to promote the health, safety, and welfare of our patients, visitors, and staff; and (2) to assure compliance with applicable laws and regulations governing our operation, we are confident that the right result will be achieved.

This is an interim policy that will be repealed when the task of updating applicable policies in light of the workflows required by ORCHID are complete.

*The mission of the Los Angeles County Department of Health Services is to ensure access to high-quality, patient-centered, cost-effective health care to Los Angeles County residents through direct services at DHS facilities and through collaboration with community and university partners.*

**Revision/Review Dates:**

**Department Head/Designee Approval:**

**POLICY:**

To the extent that use of ORCHID as it is implemented conflicts with an existing DHS, facility, or department policy, DHS workforce members will not be subject to disciplinary action under the existing policy for utilizing ORCHID provided:

- (1) They have completed ORCHID training and are using ORCHID consistent with its intended purposes and functions outlined in the training and contained in reference material provided to you during training and in departmental communications;
- (2) Use of ORCHID does not violate any law or regulation of which the workforce member is aware or required to adhere to;
- (3) The use of ORCHID does not jeopardize the health, safety, or welfare of any patient, visitor, or employee; and
- (4) The workforce member promptly reports any inconsistency/conflict between the use of ORCHID and an existing policy promptly to his or her immediate supervisor, so that the DHS team reconciling policies can address the issue.