


Name of Policy:	<u>Designation of Authority</u>	 <p>Effective Date: 11/17/2009 Initial Effective Date: October 24, 1990</p>
Policy Number:	3364-101-01-04	
Department:	Ambulatory Services	
Approving Officer:	Associate Vice President Associate Executive Director	
Responsible Agent:	Administrator, Ambulatory Services & Behavioral Health	
Scope:	Ambulatory Services	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement



In the absence of a member of the Ambulatory Services Management team, the established chain of authority will be implemented.

(B) Purpose of Policy

To provide management coverage in the absence of an Ambulatory manager.

(C) Procedure

1. In the absence of the Medical Director or Clinic Manager:
 - a. Urgent departmental issues will be referred to the Ambulatory Administrator, the Medical Director and/or the Hospital Administrator on call.
2. In the absence of the Clinic Manager, the Ambulatory Administrator may assume responsibility for managing their area.
3. In the absence of the Clinic Manager responsible for an individual clinic, responsibilities may be delegated to another manager or staff member.

Approved by:  <hr/> Vickie Géha Administrator, Ambulatory Services & Behavioral Health	Review/Revision Date: 5/91 4/92 9/93 6/96 6/99 11/00 12/04 10/06 11/17/2009
 <hr/> Norma Tomlinson, RN, MSN, NE-BC Associate Vice President Associate Executive Director	
Review/Revision Completed By: Ambulatory Services	Next Review Date: 11/1/2012
Policies Superseded by This Policy:	

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.