



NORTHERN COLORADO  
LONG TERM ACUTE HOSPITAL

Medical Staff Orientation Checklist

- Hospital Mission, Vision and Values**
- General Information**
  - Patient Rights
  - Physical Layout
  - Scope of Services
  - Literature/Medical Resources
  - Policies and Procedures
  - Communication and Phone System
  - Food Service
- Information Management/Medical Records**
  - Confidentiality and Release of Records
  - Patient Rights
  - Notice of Privacy Practices
  - Medical Record Documentation
  - Dictation and Transcription
  - Medical Record Completion
  - Signature Stamp Use
- Patient Safety**
  - Fire and Safety
  - Disaster Plan
  - Code Blue
  - General Safety
- Clinical Practice**
  - Admission Process
  - Consultation or Referral
  - Discharging a Patient
  - Medication Management
  - Quality Improvement and Peer Review
- Key Practice Policies**
  - Autopsy/Death of Patient
  - Complaints/Grievances
  - Invasive Procedures and Specialized Treatment
  - No Code
  - Restraint Use
  - Wound Prevention, Assessment, and Treatment

I have received the orientation/orientation package covering my rights and responsibilities as listed above. The orientation program provided me opportunity to obtain clarification of my questions and understand my role and responsibilities as a credentialed practitioner. I agree to abide by the policies and procedures included as part of this orientation and others as outlined in the Medical Staff Bylaws, Rules and Regulations as well as hospital policy and procedure manuals.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

**Check boxes, sign, and return in the envelope provided to Administration,  
Northern Colorado Long Term Acute Hospital, 4401A Union Street, Johnstown, CO 80534.**