



REHABILITATION HOSPITAL OF SOUTHERN NEW MEXICO

Medical Staff Orientation Checklist

- Hospital Mission, Vision and Values
- General Operations & Guides
 - Patient Rights
 - Hospital Physical Layout
 - Scope of Services
 - Literature/Resources Available
 - Policies and Procedures
 - Communication and Phone System
- Information Management/Medical Records
 - Access
 - Confidentiality & Release of Records
 - Dictation and Transcription
 - Medical Record Documentation
 - Medical Record Completion
- 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 & Professional Practice Evaluation
- Key Practice Policies
- Received copy of Medical Staff Bylaws and Rules and Regulations
- Signed and returned Confidentiality and Security Agreement

I have received the orientation/orientation package covering my rights and responsibilities as listed above. The orientation program provided me ample 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.

Signature of Practitioner

Date

Printed Name