



# L A R E D O SPECIALTY HOSPITAL

## Medical Staff Orientation Checklist

- Medical Staff Bylaws & Rules and Regulations
- Hospital Mission, Vision and Values
- General Operations & Guides
  - Patient Rights
  - Hospital Physical Layout
  - Scope of Services
  - Literature/Resources Available
  - Communication and Phone System
- Information Management/Medical Records
  - Confidentiality & Release of Records
  - 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 & Peer Review
- Key Practice Policies

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.

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Signature of Practitioner

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Date

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Printed Name