

NWF Health Network Policy & Procedure

Series: 1000: Network Administration

Policy Name: Revision of Operating Policies and Procedures

Policy Number: 1007

Origination Date: 3/28/2009

Revised: Board Meeting of 10/24/2024

Referenced Documents:

1000-1007 x 1, NWFHN Operating Policy Update Process

Policy

Northwest Florida Health Network (NWFHN), updates Operating Policies and Procedures using a standardized process designed to assure the integrity of published documents and the Agency's continued fulfillment of national standards set by the Council on Accreditation.

Procedure

- A. Policy and Procedure updates are initiated as a result of:
 1. Changes to applicable laws, regulations, or directives;
 2. Changes in the Agency's organizational structure, operational activities, or business approach;
 3. Changes in Network procedures that necessitate revisions in complimentary policies.
- B. The Quality, Training, MDT, Monitoring, Attestation & Compliance (QTMAC) department is responsible for the oversight and management of the Operating Policy and Procedure revision process.
- C. Proposed changes to official Operating Policies and Procedures will be reviewed for comment and approval in accordance with NWFHN OP 1000-1007 x 1, NWFHN Operating Policy Update Process.
- D. An email request for OP revision will be emailed to OP-Requests@nwfhealth.org. QTMAC provides requested OP, link to OP Review Matrix (and instructions)
- E. Email tracked-changes version of the proposed OP to OP-Requests@nwfhealth.org assuring that (1) the OP Review Matrix has been completed noting the proposed changes, and (2) including which potential reviewers are to be included in the email dissemination for review
- F. QTMAC disseminates the proposed OP to reviewers with a due date for input defined.
- G. If discussion is needed among reviewers, it can be scheduled by contacting QTMAC at <mailto:OP-Requests@nwfhealth.org>

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- H. QTMAC staff will manage and track the revision process for all changes to official Operating Policies. Revisions to Operating Policies and Procedures will be presented to the NWFHN Board of Directors for formal approval and provided to the DCF Contract Manager.

- I. Notification of revisions to Operating Policies and Procedures will be disseminated via electronic transmission and available to the public via the Agency website: [Employee Forms & Documents – NWF Health Network](#).