

# NWFHN Operating Policy Update Process

## Request OP for Review

- Email request to [OP-Requests@nwfhealth.org](mailto:OP-Requests@nwfhealth.org)
- QTMAC provides: requested OP, link to OP Review Matrix (and instructions)

## Submit a proposed OP update for Review

- Email tracked-changes version of the proposed OP to [OP-Requests@nwfhealth.org](mailto: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
- QTMAC disseminates the proposed OP to reviewers with a due date for input defined
- If discussion is needed among reviewers, it can be scheduled by contacting QTMAC at <mailto:OP-Requests@nwfhealth.org>

## Submit Final Proposed OP for Board Approval

- Email the finalized, group-approved OP to [OP-Requests@nwfhealth.org](mailto:OP-Requests@nwfhealth.org)
- QTMAC COA Team reviews for applicability and standardization with related COA Standard(s)
- QTMAC submits OPs for Board of Directors approval
- Once approved, QTMAC posts OPs to NWFHealth.org and NWFHN staff are notified via email