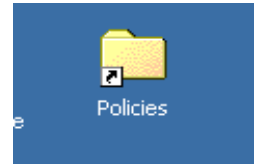


Accessing Computer *Policies* at CMH

1. On the Desktop, locate the icon that looks like a folder with the word “Policies” underneath it. Double click on the icon to open it.



2. Next, a new box will open with different folders listed; scroll down to the bottom of this window to find the document titled “Policy Index.xls” next to it. Double click on this document to open.

Microsoft Excel - policy Index.xls [Read-Only]

Policy Number	Policy Name	Date	Vice President	Dept Dir/Mgr	Dept Mgr/Sup
60090 - 000	Admission - Mental Health Center	July	2004	Wilde	Dunn
60090 - 001	Discharge of a Voluntary Patient - Mental Health Center	April	2004	Wilde	Dunn
60090 - 002	Patient Rights - Mental Health Center	April	2004	Wilde	Dunn
60090 - 003	Interdisciplinary Treatment Plans - MHC	June	2005	Wilde	Dunn
60090 - 004	Escape/Elopement of Mental Health Patient	March	2004	Wilde	Dunn
60090 - 005	Confidentiality Regulations for Mental Health Patients	April	2004	Wilde	Dunn
60090 - 006	Staffing Guidelines - Mental Health Services	December	2005	Wilde	Dunn
60090 - 007	Filming and Taping - Mental Health Center	May	2005	Wilde	Dunn
60090 - 008	Dress Code - Mental Health Center	May	2005	Wilde	Dunn
60090 - 009	AODA Consultation and Referral	July	2005	Wilde	Dunn
60090 - 010	Refusal of Treatment for Patients with a Primary Diagnosis of Mental Illness	January	2006	Wilde	Dunn
60090 - 011	Pass/Therapeutic Absence Privilege - Mental Health Center	April	2005	Wilde	Dunn
60090 - 012	Visiting Regulations - Mental Health Center	April	2005	Wilde	Dunn
60090 - 013	Search of Belongings and Patients - Mental Health Center	December	2005	Wilde	Dunn
60090 - 014	Infection Control Guidelines for the Mental Health Center	September	2004	Wilde	Dunn
60090 - 015	Suicide Precautions - Mental Health Center	July	2004	Wilde	Dunn
60090 - 016	Observation Level and Privilege Status - Mental Health Center	June	2004	Wilde	Dunn
60090 - 017	Vital Signs - Routine - Mental Health Center	November	2005	Wilde	Dunn
60090 - 019	Treatment Director's Hold - Emergency Detention for Voluntary Patients	January	2005	Wilde	Dunn
60090 - 020	Pastoral Services and Religious Worship - Mental Health Center	October	2005	Wilde	Dunn
60090 - 021	Staff Development/Education for Mental Health Center Staff	December	2005	Wilde	Dunn
60090 - 022	Psychoactive Medication - Informed Consent for	November	2005	Wilde	Dunn
60090 - 023	Mental Health Center - Precluded Services	November	2005	Wilde	Dunn

3. You will now be in the Policy Index which is in Excel. To look up a Policy, you can either scroll down through the page using the mouse, or you can go to the top of the page and click on the word “Edit”, and this will open a drop list. Look for the word “Find” and click on it. This will open a box that says “Find and Replace”. Click on the tab that says “Find” and type in the word(s) you would like to search for. Then click on the button that says “Find Next”. The computer will automatically highlight the next policy name that has that word(s) in it. If it highlights something that wasn’t what you were looking for, just keep hitting the “Find Next” button until the computer locates it. Once you locate the Policy you wish to view, left click on the actual name of the Policy (it will be blue and underlined). Your Policy will automatically open up in Word for your review.

For Example: If needed to find the Infection Control Guidelines for Nuclear Medicine, you would click on the “Edit” tab, then click on the “Find” button and type in “Infection Control.” Then hit the “Find Next” button. The first thing the computer would highlight would be Infection Control Guidelines for Pharmacy. You would keep clicking on the “Find Next” button until the Policy you are looking for is highlighted. Once you have found the policy you are looking for, you hit the button inside the “Find and Replace” box that says “Close” and this will close that box and take it off the screen. (The policy number for this example is 76070-004.)

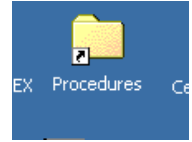
4. Next, You would then left click directly on the words “[Infection Control Guidelines for Nuclear Medicine](#)” and this Policy will open up for you in Word.

NOTE: If for some reason clicking directly on the Policy does not work (or you receive an error message), you can open up the individual folder and try to open the policy from there. For example, if you were unable to open policy 65000-000 from the index, after double-clicking on the Policy icon (step 1 above), scroll down until you see the folder 65000. Open this folder and double click on the document 65000-000.

Accessing Computer *Procedures* at CMH

(Please note: At this time, only Nursing Procedures and select other units are Indexed and Hyperlinked)

1. On the Desktop, locate the icon that looks like a folder with the word “Procedures” underneath it. Double click on the icon to open it.
2. Next, a new box will open with different folders listed; scroll down to the bottom of this window to find the document titled “Index Nursing Procedures.xls”. Double click on this document to open.



3. You will now be in the Procedure Index which is in Excel. To look up a Procedure, you can either scroll down through the page using the mouse, or you can go to the top of the page and click on the word “Edit”, and this will open a drop list. Look for the word “Find” and click on it. This will open a box that says “Find and Replace”. Click on the tab that says “Find and Replace” and type in the word(s) you

Procedure	Unit	Subject	
		Remember - If you can't find a specific Procedure, please reference "Clinical Nursing Skills" from Smith, Duel, Martin	
65000-p-0001	Nursing Admin	Blood Gas Analysis (A,B,G) , Arterial Puncture for	Janua
65000-p-0002		Admission of AM Surgical Patient	Septe
65000-p-0003		Blood - Administration of Blood or Blood Products	June
65000-p-0004		Blood and Blood Component Transfusions, Outpatients	Janua
65000-p-0005		Charging Procedure	Janua
65000-p-0006		Chart Order/Location	Octob
65000-p-0007		Chemotherapy Administration	Janua
65000-p-0008		Chemotherapy Extravasation Procedure	Marcl
65000-p-0009		Code Blue Procedure - Adult	Marcl
65000-p-0010		Cardiopulmonary Resuscitation (Code Blue) Procedure - Infants & Children	May
65000-p-0011		Code Status Delineation Orders	Febru
65000-p-0012		Computerized Access of Nursing Minutes/Agendas	Augus
65000-p-0013		Disposition of Deceased Patient	June
65000-p-0014		Documentation, Interdisciplinary Discharge Planning Communique (IDPC)	Febru
65000-p-0015		Downtime Procedures for Medication and Intravenous Fluid Administration	Decer
65000-p-0016		Interpretative and Translation Services	Octob
65000-p-0017		Intravenous Therapy: Vascular Access Device Clearance with Alteplase (t-PA)	April
65000-p-0018		Intravenous Therapy: Peripherally Inserted Catheters/Central Catheters	Janua
65000-p-0019		Lidocaine Hydrochloride Use of Lidocaine Hydrochloride Injection for Reduction of Venipuncture Pain	April
65000-p-0020		Medications: Administration of Medication	Janua
65000-p-0021		Medications: Computerized Documentation of Medications and IVs	Decer
65000-p-0022		Medications: Administration of Controlled Substances	Decer
65000-p-0023		Medications: Discharge	Marcl
65000-p-0024		Downtime Procedures for Medication and Intravenous Fluid Administration	Decer
65000-p-0025		Medication: Transcription of Physician Orders for Downtime	Febru
65000-p-0026		Medications: Transcription and Verification of Physician Orders for Medication	April
65000-p-0027		Music Intervention for Patients at CMH	Febru

would like to search for. Then click on the button that says “Find Next”. The computer will automatically highlight the next policy name that has that word(s) in it. If it highlights something that wasn’t what you were looking for, just keep hitting the “Find Next” button until the computer locates it. Once you locate the Procedure you wish to view, left click on the actual name of the Procedure (it will be blue and underlined). Your Procedure will automatically open up in Word for your review.

For Example: If needed to find a Lidocaine Procedure, you would click on the “Edit” tab, then click on the “Find” button and type in “Lidocaine.” Then hit the “Find Next” button. The first thing the computer would highlight would be [Lidocaine Hydrochloride Use of Lidocaine Hydrochloride Injection for Reduction of Venipuncture Pain](#). (If this was not the Lidocaine Procedure you wished to see, you would keep clicking on the “Find Next” button until the Procedure you are looking for is highlighted.) Once you have found the Procedure you are looking for, you hit the button inside the “Find and Replace” box that says “Close” and this will close that box and take it off the screen. You would then left click directly on the words “[Lidocaine Hydrochloride Use of Lidocaine Hydrochloride Injection for Reduction of Venipuncture Pain](#)” and this Procedure will open up for your in Word.

NOTE: If for some reason clicking directly on the Procedure does not work (or you receive an error message), you can open up the individual folder and try to open the procedure from there. For example, if you were unable to open Procedure 65000-p-0001 from the index, after double-clicking on the Procedure icon (step 1 above), scroll down until you see the folder 65000. Open this folder and double click on the document 65000-p-0001.

***CMH Policies/Procedures to Review
Nursing Student Packet***

<i>POLICY #</i>	<i>PROCEDURE #</i>	<i>TITLE</i>
65000-017		Safety and Security Guidelines for the Nursing Department
65010-000		Universal/Standard Precautions
65010-040		Infection Control Guidelines for Nursing
65010-016		Vancomycin-Resistant Enterococcus Identification and Control
65000-052		Infection Control Guidelines for Intravenous Therapy
80100-058		Latex Allergy Guidelines
	65000-p-0020	Medications: Administration of Medication
	65000-p-0022	Medications: Administration of Controlled Substances
65000-016		Nursing Process and Documentation
65000-015		Code Status
	65000-p-0011	Code Status Delineation Orders
65000-033		Restraints, Medical Standards
65000-008		Restraints/Seclusion, Behavioral Standards
80100-099		Confidentiality of Patient, Work Force, Physician and Hospital Information
82300-010		Student Access to Protected Health Information
82300-015		Copying of Medical Records
80100-068		Chain of Communications-Patient Care Concerns
80100-005		Smoking
83000-057		Employee Dress Code
87200-002		Employee/Visitor Food Service
80100-072		Patient Identification for Patient Safety (ID Bands)

