

Healthcare Compliance Forms and Tools

Sample Written Standards Matrix

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| Document Type | What It Does | Vetting | Required Approvals | Publication Method | |
|--|---|---|---|--|--------------------|
| Standards of Conduct/ Code of Conduct | Establishes principles which apply to every employee as well as [Governing] Board | [Governing] Board; Senior Leaders | [Governing] Board; Senior Leaders | Distribute to each new employee during Orientation; post on website in [vendor] area | |
| Policy | Establishes a System position; sets a minimum expectation | Minimum one end user from affected [department] | Compliance Committee, if compliance-related (CCO determines); Legal Department subject matter counsel; System Policy Committee CMS SOM Appendix A | Policy Email | Po Procedures M |

| | | | | | |
|--------------------------|---|--|--------------------|--|--|
| Process | Implements the policy; could be the same as a procedure but may not be | | CMS SOM Appendix A | | |
| Procedure | Implements the policy; could be the same as a process but may not be | | CMS SOM Appendix A | | |
| Protocol, Standing Order | <p>“Hospitals have the flexibility to use standing orders to expedite the delivery of patient care in well-defined clinical scenarios for which there is evidence supporting the application of standardized treatment or interventions.”</p> <p>Source: CMS SOM Appendix A</p> <p>Interpretive Guidelines §482.24(c) (3)</p> | | CMS SOM Appendix A | | |

Consider other resources for standard definitions and requirements, inclu

Organizations to consider:

- ISO: International Organization for Standardization <http://www.iso.org/>
- Clinical Laboratory Improvement Amendments <https://www.cms.gov/regulations-and-guidance/legislation/clia>
- [insert other resources here]

Types of Written Standards to consider:

- Desk Reference
- Job Aid

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