

Orientation for Telehealth and Non-onsite Providers

Welcome to Atrium Health Floyd

Your orientation to Atrium Health Floyd may include meetings with designated resource people and written materials. The resource people and your assigned orientation facilitator are available to answer any questions you may have.

References to policies and guidelines may be found in the Appendix at the end of this orientation.

At the end of the online portion of this orientation, you will be asked to verify that you have reviewed the information provided.



About Atrium Health Floyd

Atrium Health Floyd is a leading medical provider and economic force in northwest Georgia and northeast Alabama.

Atrium Health Floyd is part of Advocate Health, which is headquartered in Charlotte, North Carolina, and is the third largest nonprofit integrated health system in the United States, created from the combination of Atrium Health and Advocate Aurora Health.

Atrium Health Floyd employs more than 3,500 teammates who provide care in over 40 medical specialties in locations throughout our service area:

- Atrium Health Floyd Medical Center, Rome, Georgia, is a 304-bed full service, acute care hospital and regional referral center
- Atrium Health Floyd Cherokee Medical Center, Centre, Alabama
- Atrium Health Floyd Polk Medical Center, Cedartown, Georgia
- Atrium Health Floyd Medical Center Behavioral Health, a freestanding 53-bed behavioral health facility, also in Rome
- A primary care and urgent care network with locations throughout the service area of northwest Georgia and northeast Alabama.



Atrium Health Floyd Service Area Map

Atrium Health Floyd serves a sevencounty area in northwest Georgia and northeast Alabama.

In addition to our three hospitals, we also have a Behavioral Health Center.

Atrium Health Floyd has several additional services including hospice, The Breast Center, outpatient physical therapy and mobile mammography.

Atrium Health Floyd Medical Center has the area's only Level II Trauma Center and Neonatal Intensive Care Unit (NICU).





Senior Leadership

The Executive Leadership Team at Atrium Health Floyd oversees the daily operations of the organization, develops strategy for future growth, establishes and maintains quality health care services, and provides a people-centered work and care environment in alignment with the Atrium Health Floyd mission.

Learn more about our Executive Leadership Team on Floyd.org.

Atrium Health Floyd Administration: 706-509-6900



Culture Commitments

This is our Mission Statement. This is what we do everyday, for every patient, and our communities.

TO IMPROVE HEALTH

ELEVATE HOPE

AND ADVANCE HEALING

- FOR ALL



Our Culture Commitments

Culture: *(noun)* The shared values, typical practices, and goals of an organization.

At Atrium Health Floyd, these statements define our culture.

Teammates demonstrate Culture Commitments by our behavior.

Next, you will learn the behaviors we associate with each Commitment.

We create a space where all **BELONG**

We work as one **TEAM** to make great things happen

We earn **TRUST** in all we do

We **INNOVATE** to better the now and create the future

We drive for **EXCELLENCE** - always



We create a space where all BELONG.

WE...

care for one another like family and with kindness.

are first to treat each other with respect.

represent those without a voice.

We work AS one TEAM to make great things happen.

WE...

do what's best for the greater good.

use all teammates' talents to achieve more together.

connect and collaborate with everyone we work with.

We earn TRUST in all we do.

WE...

keep our word.

build trust to go further faster.

act with integrity.

We INNOVATE to better the now and create the future.

WE...

are open to great ideas from anywhere across our enterprise.

learn something new daily and put it into action.

work to make us better every single day, in big and small ways.

We drive for EX(ELLEN(E - always.

WE...

aspire to lead in everything we do.

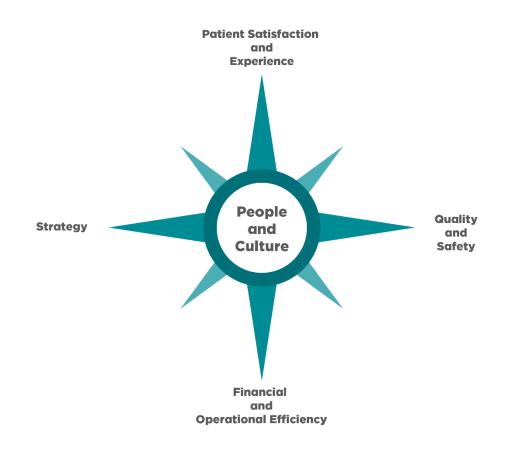
inspire each other to be great.

make every experience matter for everyone.

Atrium Health Floyd seeks to be in the **top 10%** in the nation in all we do. The **Value Compass** provides guidance and a way to measure our progress toward our 10% goal.

People and Culture are at the core. A professional employee base, and our strong culture are at the center of everything we do.

A **successful strategy** is measured by the other parts of the Value Compass.

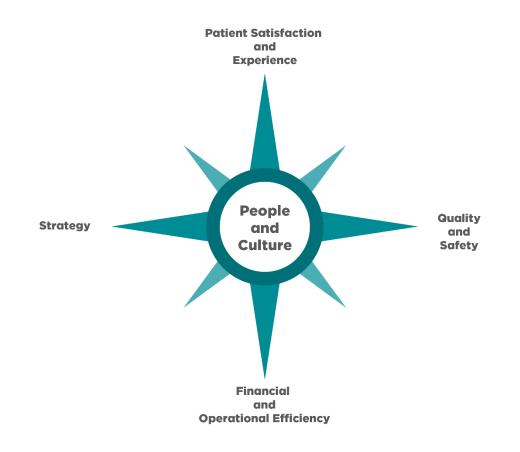




Financial and Operational Efficiency are key to our long-term success.

Plainly put, Atrium Health Floyd must be financially sound in order to continue meeting its mission and vision.

We succeed in this compass point through revenue and conducting our organization as efficiently as possible.



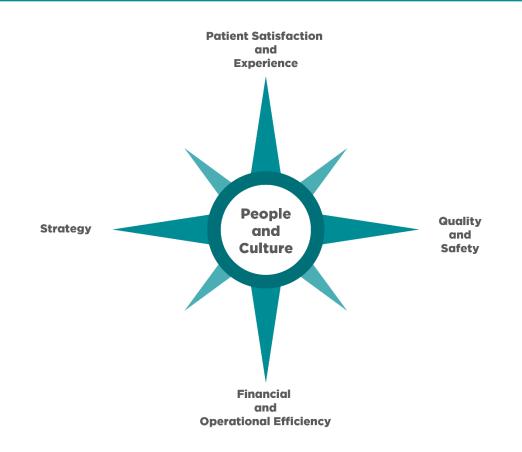


Quality and Safety are critical as we strive for **Zero Harm**.

Harm can be physical and/or and emotional.

Quality and Safety include following policies and procedures, hourly rounding on patients, bedside shift reports.

It can be summed up as *caring* enough to do our best for every patient, every day.

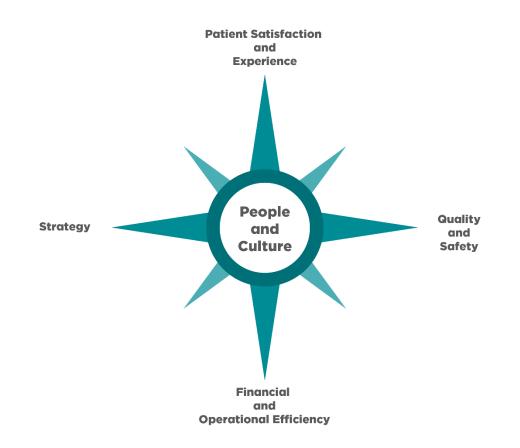




The **Patient Experience** encompasses the patient's experience with Atrium Health Floyd from scheduling through bill payment.

An **exceptional experience**, which results in our patients feeling so positive about their Atrium Health Floyd experience that they refer Floyd to others, is what we want.

Most importantly, research indicates an exceptional patient experience correlates with **high-quality care**.





Organizational Overview

Service Standards/Patient Satisfaction

All customers, while in the care of Atrium Health Floyd, will be treated with dignity and respect throughout all stages of their life and death regardless of their mental status. In all our words and actions, we strive to do unto others as we would have them do unto us and our families. We use the term "customer" in the broadest sense to include patients, families, visitors, members of the community, physicians, vendors and, certainly, co-workers.



Medical Services and Treatment

Atrium Health Floyd Medical Center

Bariatrics

Behavioral Health, Inpatient and

Outpatient

Breast Health

Cancer Care

Cardiology

Corporate Health

Diabetes Care

Emergency Care, Level II Trauma Center Orthopedics

Emergency Medical Services (EMS)

Hospice

Hyperbarics

Imaging

Infusion Therapy

Intensive Care Unit

Laboratory Services

Maternity

Neonatal Intensive Care Unit (NICU),

Level III

Neurology

Oncology

Palliative Care

Pediatrics and Pediatric Intensive Care

Unit (PICU)

Pharmacy

Primary Care

Pulmonary Rehabilitation

Rehabilitation, Inpatient and Outpatient

Sleep Disorders

Spine Surgery

Sports Medicine

Stroke Care

Surgery

Urgent Care

Wound Care



Medical Services and Treatment

Atrium Health Floyd Polk Medical Center

Breast Health

Cardiology

Corporate Health

Diabetes Care

Emergency Care

Hospice

Imaging

Infusion Therapy

Laboratory Services

Rehabilitation, Outpatient

Pediatrics

Primary Care

Pulmonary Rehabilitation

Subacute Rehabilitation

Urgent Care

Wound Care

Atrium Health Floyd Cherokee Medical Center

Diabetes Care

Emergency Care

EMS (Emergency Medical Services)

Imaging

Laboratory

Medical Detox

Pharmacy

Rural Health Clinics (primary and urgent care)

Respiratory Therapy

Sleep Center

Surgery



Corporate Compliance

Our system Corporate Compliance Plan helps ensure that licensing, accrediting, regulatory and legal requirements are met on an ongoing basis. You are encouraged to express your concerns and opinions on any issue regarding potential violations of laws, regulations, ethics, policies and/or procedures.

Any questions or concerns regarding compliance should be reported by:

- calling the Compliance Hotline at 1-844-587-0825; Calls to a hotline are not traced or taped. Persons who call a hotline may remain anonymous, and confidentiality is maintained to the limit of the law
- online at <u>atriumhealth.ethicspoint.com</u>
- on your mobile device at <u>atriumhealth.navexone.com</u>

While practicing at an Atrium Health Floyd facility, providers will follow all HIPAA guidelines for protecting patient health information. More information on our Corporate Compliance Program is available by request from our:

- Corporate Compliance Officer, 706-509-3283
- Director of Privacy, 706-509-5197





Corporate Compliance

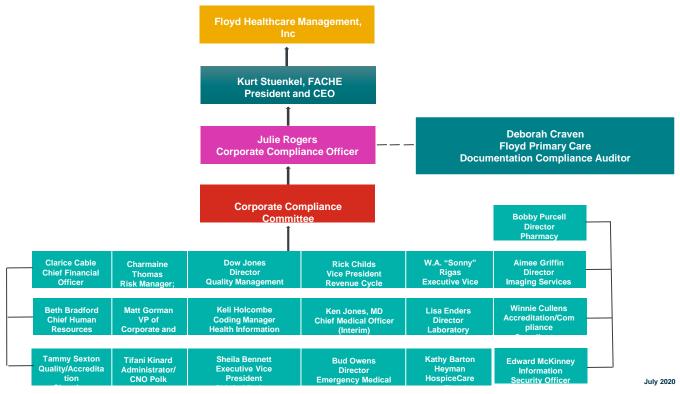
Our organization's responsibilities include:

- Documentation of care provided
- Charging only for necessary services provided
- Delivering care designed to meet the patient's needs

Any employee, physician or other individual who provides care, treatment or services and who has concerns about the safety or quality of care provided in the organization may report these concerns to The Joint Commission.



Corporate Compliance Committee



Ad Hoc Tommy Manning, Legal Counsel David Early, Administrator, Cherokee Medical Center

Fraud and Abuse Law

False Claims Act: Knowingly submitting a false or fraudulent claim to the government

Anti-Kickback Statute: Prohibits knowingly and willfully offering, paying, soliciting or receiving any remuneration to include referrals of service reimbursable by a federal government health care program

Physician Self-Referral: Prohibits physicians from referring Medicare beneficiaries for certain designated health services to an entity in which the physician or their immediate family member has an ownership/investment interest

Areas of Government Concern:

- Quality of Care
- Access to Care
- Patient's Freedom of Choice
- Competition
- Medical Necessity for Care
- Improper Payments



Code of Conduct

The Code of Conduct is a guideline for ethical operations at all Atrium Health locations. It covers such topics as quality of care and services, fair treatment, compliance, protecting confidential information, conflicts of interest, protection of property, safety, communication and coding, billing and collection practices.

View the Atrium Health Code of Conduct

Contacts:

Phone: 844-587-0825

Email: compliance@atriumhealth.org



Section 1557

Section 1557 is:

- The nondiscrimination law in the Affordable Care Act (ACA 2010)
- An important part of the ACA's goals of expanding access to health care and coverage by eliminating barriers
- The FIRST federal civil rights law to broadly prohibit sex discrimination in health programs



Emergency Preparedness

Our Emergency Management policies and information can be found on our intranet, People Connect (accessible through the Atrium Health Floyd network) > Facilities > Atrium Health Floyd > Compliance Toolbox > Emergency Preparedness.

The on-call Emergency Management number for all three hospitals is: 706-509-5125.



Emergencies

In emergency situations, rapid communication is crucial.

At Atrium Health Floyd Medical Center, dial 1 2 3.

At Atrium Health Floyd Polk Medical Center, dial 7 8 9.

In outlying areas, including Atrium Health Floyd Cherokee Medical Center, dial 911.



Emergency Codes

Atrium Health Floyd uses Plain Language Codes, which are divided into four (4) alert categories: Weather, Security, Facility and Medical.

ATRIUM Health Floyd ~ Emergency Codes

	Plain Language Code
WEATHER Alerts	
Severe Weather Alert	Attention Please + Weather Alert + Severe Thunderstorm Warning + instructions
Tornado Watch	Attention Please + Weather Alert + Tornado Watch + instructions
Tornado Warning	Attention Please + Weather Alert + Tornado Warning + Instructions
SECURITY Alerts	
Missing Infant/Child	Attention Please + Security Alert + Missing Infant + description
Missing Adult	Attention Please + Security Alert + Missing Person + description
Code Silver/Active Shooter	Attention Please + Security Alert + Active Threat + location + description
Hostage Situation	Attention Please + Security Alert + Hostage Situation + location
Patient Elopement	Attention Please + Security Alert + Patient Elopement + location
Combative Patient	Attention Please + Security Alert + Security Assistance REQUESTED + Location
Bomb Threat	Attention Please + Security Alert + Security THREAT + location
FACILITY Alerts	
Fire ~ Code Red	Attention Please + Facility Alert + Code Red + location
Hazardous Chemical Spill	Attention Please + Facility Alert+ Decon Team + location
	Attention Please + Facility Alert + Radioactive Incident + location
Mass Casualty	Attention Please + Facility Alert + Code Triage + Internal or External
Code Triage Standby	Attention Please + Facility Alert Triage Standby + Internal or External
MEDICAL Alerts	
Cardiac Arrest	Attention Please + Medical Alert + Code Blue + Location
Medical Assistance Needed (patient)	Attention Please + Medical Alert + Rapid Response + Location
Patient Fall	Attention Please + Medical Alert + Falls Team + Location
Medical Assistance Needed (visitor or employee)	Attention Please + Medical Alert +Medical Assistance Needed + Location
Flight in Progress (Polk)	Attention Please + Flight in Progress + Helipad



Code Red – Fire | Fire Response: RACE

Fire Extinguishers

Alarm pull stations are located near exits. Remember the acronym **PASS** for guidance in using a fire extinguisher:







Sweep the extinguisher nozzle side-to-side

Fire Response

Knowing what to do in the event of a fire can save lives. Remember the **RACE** acronym to use as guidance in the event of a fire.













Risk Management

Unusual Occurrences

Atrium Health Floyd has a single, automated system for the reporting and follow-up of unusual occurrences. Please alert the unit nursing staff of any occurrence, and they will initiate the required incident reporting. If you have questions about incidents, reporting or follow up, please contact the Director of Risk Management.

Policies:

- Patient Incident Reporting Using rL DATIX
- Visitor and Employee Incident Reporting rL DATIX

Risk Management

Our Director of Risk Management is available to assist physicians/providers with legal questions, identifying individuals able to give consents, end-of-life issues, potential suit situations or events that legal counsel may need to be made aware.

Contact: Contact the leadership at your facility. For additional assistance, contact the Atrium Health Floyd Risk Manager at 706-509-6455.



Risk Management

Sentinel Events

A sentinel event is an unexpected occurrence involving death or serious physical or psychological injury, or the risk thereof, occurring at or associated with services provided at any of our facilities.

We are committed to improving the quality of patient care. In response to an identified sentinel event or near miss, we will conduct a timely, thorough and credible root cause analysis and will develop, implement and monitor the effectiveness of an appropriate plan of action, which is designed to reduce the risk of the occurrence of similar events in the future.

Review the <u>Adverse Events/Sentinel Events Policy</u>.



Infection Prevention/Bloodborne Pathogens/Hand Hygiene

The National Patient Safety Goals (NPSG) identify infection prevention elements in place at Atrium Health Floyd. A written plan for these elements is <u>available from The Joint Commission</u>. They include:

- Identify patients correctly. Use at least two ways to identify patients.
- Improve staff communication. Get test results to the right staff person on time.
- Use medications safely.
- Use alarms safely.
- Prevent infection. Floyd has specific guidelines regarding infection prevention and <u>hand hygiene</u>.
- Identify patient safety risks.
- Prevent mistakes in surgery.

Contact

Infection Prevention, 706-509-5740

This team is a resource for infection prevention issues and physician health requirements.



Certifications and Designations

7 Joint Commission Certifications:

- Advanced Heart Failure
- Advanced Inpatient Diabetes
- Advanced Primary Stroke Center
- Advanced Palliative Care
- Joint Replacement (Hip/Knee)
- Perinatal
- Spine Surgery

4 Centers of Excellence Designations:

- Bariatrics
- Breast Imaging
- Chest Pain
- Level II Emergency Department



Disease-Specific Certification

The Joint Commission has several disease-specific certification programs to evaluate clinical care in disease management programs. Here is why:

National Standards: Ensures evidence-based care is provided according to national standards

Evaluation: Certification evaluates a clinical program to ensure high quality care

Organized Approach: Certification provides organizations with an approach to performance measurement and improvement, which includes data collection and analysis

Performance Measurement: As part of being a certified disease-specific program, the team must review data and effects over time for care improvement



Customer-focused Patient Care

Pain Management

Pain is population specific, varying with factors such as age, cultural diversity and cognitive impairments. All providers should be knowledgeable about how to assess and manage pain in their patients. Clinical staff can provide details on the pain management scales used at Atrium Health Floyd.

Pain Assessment/Management Policies

Floyd Medical Center, PCS-01-005

Polk Medical Center, P-PCS-01-005

Cherokee Medical Center, <u>C-PCS-01-005</u>



Customer-focused Patient Care

Restraints

Physicians who solely order restraints must be aware of and have read the appropriate policy (<u>AHF-PCS-03-006</u>). Physicians who apply restraints must show competency in the application of the restraint.

Abuse and Neglect

Atrium Health Floyd's abused and neglected victim assessment and reporting policy was developed to assist with identifying those patient characteristics that are indicative of having been abused or neglected. The policy provides a protocol for patient identification and assessment, describes characteristic findings and signs of high-risk situations. It also defines the procedures for reporting abuse and neglect.

Floyd Medical Center, PCS-01-006

Polk Medical Center, P-PCS-01-006

Cherokee Medical Center, <u>C-PCS-01-006</u>



Cultural Sensitivity and Diversity

Atrium Health Floyd's patient population reflects diversity in race, ethnic origin, religion and age. Providers should treat each patient as an individual, identifying any special needs related to culture, and meeting those needs in a sensitive manner. Atrium Health Floyd teammates are trained not to treat the patient as they, the teammate, would want to be treated but instead to use communication skills to find out how the patient prefers to be treated. We recommend: When in doubt, ask.

Spiritual Concerns

The Atrium Health Floyd Chaplain is available as a resource for managing religious and spiritual concerns with patients.

Chaplain: 706-509-5199



Language Services and Support for Patient Care

All LEP (limited English proficient) and deaf or hard-of-hearing individuals have the right to an interpreter. Using methods other than those noted below is a violation of their rights. Bilingual staff (not medical interpreters) and family members are not allowed to interpret.

View our Language Assistance Plan policy, AHF AD-04-003

Spoken Language

We have a phone tree that facilitates reaching an interpreter. Call 706-509-5555 (101-5555).

- Option 1 Language Line with 240+ languages available systemwide 24/7.
- Option 2 Floyd Medical Center (main campus) on-site Spanish interpreter (7 a.m. Midnight).
- Option 3 On-site Spanish interpreter at the Residency Clinic in the Medical Arts Building.



Deaf or Hard of Hearing

VRI (Video Remote Interpreter) devices are available throughout Floyd Medical Center, 330 Physician's Building, The Breast Center, Rome Urgent Care, Cedartown Urgent Care, Polk Medical Center and Cherokee Medical Center.

When VRI devices do not meet the need, all ASL Interpreter requests must made through our intranet using PeopleConnect. All requests will be reviewed, and the most appropriate modality will be used. If the patient is visually impaired other arrangements will be made through our vendor Language Line. If the requesting facility does not have a VRI, one will be provided for the specified appointment.

PeopleConnect > Tools > Language Access > Under How to Connect with Language Access > Interpreting Requests > To submit a request, Click Here > Fill out the form under Floyd Facilities and pick your location. Provide the details requested. The form must be filled out in its entirety.



Patient Rights/Ethical Issues

Atrium Health Floyd has an Ethics Committee available for consultations. Consultations may be requested by physicians, staff, patients or their families. The Ethics Committee reviews pertinent information and may make recommendations to providers. The ethics consult process (Floyd Medical Center, PCS-04-008; Polk Medical Center, P-PCS-04-008) can be activated by contacting the Chaplain.

Contact: Chaplain, 706-509-5199

Patient Satisfaction

Our mission is to: Improve health, Elevate hope and Advance healing for all. This is what we do everyday, for every patient, and our communities. To help achieve that, we continually seek feedback from patients and use their experiences to improve service where needed and to recognize those cited when service is exemplary. Patients may respond to questions about the care received from their physician. You can receive details about your satisfaction ratings by contacting the Patient Experience Liaison.

Contact: Patient Experience Liaison, 706-509-5195.



Pharmacy

Details about our formulary and policies and procedures related to medications are available on People Connect, our intranet, which is accessible only through an Atrium Health Floyd computer. Facility specific information regarding antimicrobial stewardship, drug shortages, high-alert medications, soundalike-lookalike medications, and prohibited abbreviations may also be found People Connect or our daily huddle reports.

Atrium Health Floyd Medical Center Pharmacy Services

The Pharmacy is open for inpatient orders 24/7.

Clinical pharmacists are available to serve as a resource to providers and to provide Total Parenteral Nutrition (TPN) services, aminoglycoside and vancomycin dosing, renal dosage adjustments, and anticoagulation dosing and monitoring.

Contact the Floyd Medical Center Pharmacy at 706-509-5910 for assistance with pharmacy-related services or questions.



Pharmacy

Atrium Health Floyd Polk Medical Center Pharmacy Services

The Pharmacy is open:

- Monday-Friday 8:00 a.m. 6:30 p.m.
- Saturday-Sunday 8:00 a.m. 2:00 p.m.

When Polk Medical Center's Pharmacy is closed, after-hours service is provided by Floyd Medical Center's Pharmacy. There is an on-call Polk pharmacist available 24/7.

Pharmacists at Polk Medical Center provide clinical services such as pharmacokinetic dosing and monitoring, renal dosage adjustments and monitoring, and anticoagulation dosing and monitoring.

Contact the Polk Pharmacy at 770-749-4130 for assistance with pharmacy-related services or questions.



Pharmacy

Atrium Health Floyd Cherokee Medical Center Pharmacy Services

The Pharmacy at Cherokee Medical Center is open:

- Monday-Friday 8:00 a.m. 4:30 p.m.
- Saturday-Sunday 8:00 a.m. 2:00 p.m.

There is an on-call Cherokee pharmacist 24/7.

Pharmacists at Cherokee provide clinical services such as renal dosage adjustment and monitoring, pharmacokinetic dosing and monitoring, anticoagulation dosing and monitoring, and antimicrobial stewardship regimen review.

Contact the Cherokee Medical Center Pharmacy at 256-927-1371 for assistance with pharmacy-related services or questions.



Anticoagulation Education for Providers

The National Patient Safety Goals require that we provide education regarding anticoagulant therapy to prescribers, staff, residents and families:

Floyd Medical Center, PCS-06-051

Polk Medical Center, P-PCS-06-051

Cherokee Medical Center, C-PCS-06-051

The education should include the following elements:

- Importance of follow-up monitoring
- Compliance
- Drug-food interactions
- Potential for adverse drug reactions and interactions

Atrium Health Floyd meets this requirement by providing excerpts from the ACCP Guidelines.



Medical Records Deficiency and Delinquency

The purpose of this policy (MS-02-006) is to ensure the timely completion of medical records by physicians and advance practice providers to:

- ensure quality patient care and continuity of care
- demonstrate compliance with Medical Staff and other rules and regulations
- allow timely and accurate billing for patient care/services



Medical Records Deficiency and Delinquency

A medical record delinquency occurs when the required contents of the medical record have not been completed within a specified timeframe resulting in an incomplete medical record.

Incomplete medical records may:

- cause you to lose your license
- contribute to inaccurate quality and care information
- cause lost revenue/reimbursement
- result in poor patient care by other health care team members
- result in inappropriate billing leading to charges of fraud
- interfere with patient-related studies

Please review MS-02-006 for Atrium Health Floyd's expectations regarding completion of medical records and the consequences of not completing medical records in the established timeframe.



Appendix

Policies and Documents Referenced in Orientation

- Standards of Business Conduct
- Patient Incident Reporting Using rL DATIX
- Visitor and Employee Incident Reporting Using rL DATIX
- Adverse Events/Sentinel Events
- Hand Hygiene
- Pain Assessment/Management
- Restraints policy and Abuse and Neglect Reporting policy
- Anticoagulation research-based education and Anticoagulation policy
- Medical Records Deficiency and Delinquency



Additional Policies for Reference

Medical Staff Bylaws

Bylaws are available by request from Administration by calling 706-509-6915.

Patient Safety

- Rapid Response Team
- Universal Protocol for Prevention of Wrong Site Surgery
- Standard and Transmission Based Precautions

Emergency Preparedness

- Disaster/Mass Casualty Response Plan
- Disaster Privileging



Additional Policies for Reference

Pharmacy

- Dosage Adjustment for Renal Insufficiency
- IV to PO Interchange by a Pharmacist
- IV Potassium Guidelines
- Range of Orders for Medications
- Therapeutic Interchange
- Medication Order Policy
- High Alert Medications
- Look Alike, Sound Alike Drugs
- Moderate/Deep Sedation Rapid Sequence Intubation (Adult)

- Pediatric Sedation/Rapid Sequence Intubation
- Antimicrobial Stewardship
- De-Escalation of Broad Spectrum Antibiotics
- Restricted Antimicrobials
- Verbal Telephone Orders Policy



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Verification



Verification

To verify your review of the Orientation to Atrium Health Floyd for Telehealth and Non-Onsite providers, **complete this form**.

Once you complete the verification form, a member of our staff will be in touch within one to two business days.

If you have questions, contact our Medical Staff Credentialing Team at 706-509-6915 or email us at MedStaffFloyd@atriumhealth.org.

