



Acknowledgement

I acknowledge that I have received LifePoint Hospital's Code of Conduct training. I understand that it represents mandatory policies of the organization, and I agree to abide by it.

Signature: _____ **Date:** _____

Printed Name: _____ **Position:** _____

Facility/School: _____

Infection Prevention

I have received written material for the topics of infection prevention and blood borne pathogens. I have had the opportunity to ask questions and receive answers.

I understand that I can contact Clark Regional Medical Center's Infection Prevention Director at 859.737.8284 for additional information.

If exposed to blood or potentially infectious materials, I understand that I am personally responsible for any and all treatment, testing, and follow-up. Furthermore, I understand that should I incur any injury/illness on the premises of CRMC, I will also be personally responsible for any and all treatment and care resulting from any such illness/injury.

Signature: _____ **Date:** _____

Confidentiality Statement (HIPAA)

All information pertaining to patients, medical records and reports, personnel documents and records, or any other hospital records and related information are strictly confidential.

Anyone found reading records or reports, discussing patient information, or imparting confidential information except when authorized to do so may be subject to civil penalties.

I, _____, understand the above policy and agree to respect and keep absolutely confidential all information I may hear and/or read pertaining to patients, medical records, staff personnel records and documents, or any other hospital records and related information.

Signature: _____ **Date:** _____

A.I.D.E.T

Acknowledge

- Smile!
- Make eye contact
- Use open body language
 - Make others feel special

Introduce

When greeting others, introduce yourself by giving them your:

- Name
- Department
- Tell them about yourself, your experience, how long you have been with our hospital.

Duration

- How long will it take you to escort them to the area where they need to be?
- How long will the test, procedure, appointment, admission, or process take?
- When should they expect results or a returned phone call from you or one of our staff members?

Explanation

- Why are we doing this?
- What will happen?
- What should you expect?
- What questions do you have?

Thank you

- Always thank them for choosing Clark Regional Medical Center!

Signature: _____ Date: _____

Printed Name: _____ Position: _____

Facility/School: _____