

Policy and Procedures

Title: Policy and Procedures

Date issued / last revision: December 29, 2003

Date effective: Immediately

Policy and Procedures

Statement:

Cooperstown Medical Transport, Inc. (CMT) will maintain a policy and procedure manual.

Purpose:

This policy is to ensure that all employees are aware of current policies and procedures through the use of a policy and procedure manual.

Scope:

This policy applies to all CMT employees, full time, part time, per diem and interns.

Policy:

1. All full time employees will be issued a copy of CMT's Policy and Procedures Manual.
 - a. Part time, per diem, and intern employees are expected to review the policy and procedure manual made available to them at each station.
2. Any questions that arise concerning policy and/or procedure should be directed to a supervisor.
3. Policies and/or procedures stay current / active until superseded or repealed.
4. A current copy of the policy and procedure manual will be kept at all CMT stations and offices.
 - a. This manual will be kept accessible to all employees.
5. Changes to the policy and procedure manual:
 - a. Must be approved by the Director of Operations
 - b. All employees must be notified of any changes (by one of the following methods):
 - i. By posting at all stations and offices.
 - ii. By inclusion with a paycheck.
6. Memos will be used to clarify policy and procedure when necessary.
 - a. Memos can be used to issue policy and procedure prior to inclusion within the policy and procedure manual.
7. CMT's legal counsel, and if applicable, CMT's Medical Director will review all policies and procedures for compliance with applicable federal, state, and local requirements.
 - a. If a policy and/or procedure is found to be outside of legal requirements, the in question policy and/or procedure will be immediately considered 'not in

effect'. Any in-question policy and/or procedure can be re-written to be within legal requirements.

8. The policy and procedure manual will have at least an annual review.