



Policy

Sets the overall tone for your company



Procedure

The steps employees should take to enact a specific policy



Process

How procedures across the entire company align with one another in order to realize a product or service. Details who is responsible, and ensure that the necessary tasks are completed properly and on time.



Work Instructions

Basic instructions for the most basic tasks

To better understand each definition, let's use a software development company as an example.



Policy

A high-level document that establishes rules and guidelines for an organization. A policy is usually written by upper and middle management, with input from supervisors and employees. Using the software company example, policy can describe everything from how much holiday time employees receive, to how IT infrastructure is secured.



Procedure

Broadly speaking, procedures describe the steps that implement policies. In manufacturing, procedures provide a structure for smaller tasks, known as work instructions. In our software example, the steps for checking out code from version control to fix a bug, and then checking the finished code back in, complete with notes, is a procedure.



Process

Process describes what an organization does and who does it. Our software company creates measurement products for factories and produces documentation for the software. On the small documentation team, the writers receive notes from developers and test drive the product, and then create documentation, the copy editor checks the grammar and punctuation, the localization coordinator sends the documentation for translation, and the writers add the English and translated files to version control to be linked to the product build.



Work Instructions

Work instructions provide the most basic instructions for the most basic tasks. A procedure may have one or more work instructions, but work instructions themselves extend to one page or less, and are available where the work is performed. In the software development setting, work instructions may be available next to each camera to describe how to set a stop so then lens doesn't crash on the stage. Another example of a work instruction is the the production checklist the writers walk through to ensure the documentation files display correctly online.

Guide To Policies And Procedures

Richard P. Kusserow



Guide To Policies And Procedures:

The Healthcare Compliance Professional's Guide to Policies and Procedures Richard P. Kusserow, 2008 Ready made compliance policies and procedures that you can adapt to your facility Policies and procedures are the backbone of any compliance program Compliance professionals must ensure that their policies and procedures are effective and up to date To ensure effectiveness the OIG expects hospitals to regularly re evaluate their policies and procedures Insight from a former Inspector General The Healthcare Compliance Professional s Guide to Policies and Procedures is written by former Inspector General Richard P Kusserow He has filled this book with sample policies and procedures that hospitals can use to strengthen their existing compliance program or help build a new one Customize your program immediately The Healthcare Compliance Professional s Guide to Policies and Procedures provides the easy to use policies and procedures you need to ensure that your compliance program runs efficiently and smoothly With these tools you will be able to Implement proven effective policies and procedures by using the sample templates provided Instruct staff with easy to comprehend instructions regarding policy and procedure development Identify best practices for policy and procedure development that are most likely to pass OIG investigation Ensure your policies are up to date with all legislation passed through the beginning of 2008 All of these sample policies and procedures can be used right away Download our sample policies directly from the companion CD ROM You can then customize each document to fit your specific situation It s that easy to develop a proven effective set of policies and procedures Take a look at the table of contents to see the variety of sample policies and procedures you will receive with The Healthcare Compliance Professional s Guide to Policies and Procedures Compliance program oversight policies and procedures Compliance officer duties and responsibilities Confidentiality agreements Compliance officer and legal counsel protocol Records management Standards of conduct Ethics Compliance education and training Billing and coding policies Accurate coding Observation status Accurate documentation Prohibition of fraudulent and abusive billing Medicare s incident to rule Charity uninsured care Medical necessity How to check for medical necessity ABN use for items and services that do not meet medical necessity Conflicts of interest agreements Gifts Vendor relationships Discounts professional courtesies Reporting compliance problems Hotline use Hotline auditing Responses to complaints Nonretaliation policy whistleblower protection Auditing and monitoring Procedures for documenting auditing and monitoring Standards for auditing and monitoring Policies specific to laws and regulations Stark Anti kickback statute False Claims Act Deficit Reduction Act EMTALA HIPAA Other risk areas Quality of care Clinical trials

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environments combines to influence relationships roles attitudes and program outcomes The often heard statement that schools are people and that the human component is our greatest asset are discussed in depth throughout the book The book focuses on the concepts of organizational development and the matter of on going change The significant concepts and contributions historically that have served as foundations for contemporary administrative practices are underscored Guidance is given to administrative leaders for dealing with ongoing organizational changes is an important focus of the book School leaders and school personnel must work in changing internal and external environments Organizational culture and climate as they influence school practices are discussed in depth Contemporary applications of organizational development and a look to the future are projected for the guidance of all school personnel

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A Guide to Agricultural Policy John P. Maxton,1929

Complete Guide to Security and Privacy Metrics Debra S. Herrmann,2007-01-22 This book defines more than 900 metrics measuring compliance with current legislation resiliency of security controls and return on investment It explains what needs to be measured why and how to measure it and how to tie security and privacy metrics to business goals and objectives The metrics are scaled by information sensitivity asset criticality and risk aligned to correspond with different lateral and hierarchical functions designed with flexible measurement boundaries and can be implemented individually or in combination The text includes numerous examples and sample reports and stresses a complete assessment by evaluating physical personnel IT and operational security controls

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