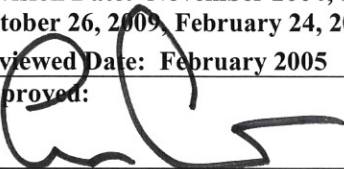




**COBB COUNTY COMMUNITY SERVICES BOARD  
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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<b>Policy # 5032</b>	<b>Policy and Procedure Manuals</b>
<b>Origination Date: January 1998</b>	
<b>Revision Date: November 2004; February 11, 2006; July 21, 2006; June 7, 2007; June 29, 2007; July 18, 2008; October 26, 2009; February 24, 2012, April 22, 2013</b>	
<b>Reviewed Date: February 2005</b>	
<b>Approved:</b> 	
_____ <b>Tod W. Citron, Executive Director</b>	

**POLICY:**

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to establish policies and procedures that are reviewed and/or revised as needed but at least annually, and are accessible to all staff. A standard format will be used for all policies and procedures.

**PROCEDURE:**

1. Policies and procedures are reviewed and updated annually, but may be reviewed and updated at anytime if needed. If a Policy and Procedure (P&P) is revised, a new revision date (month, date and year) is noted on the P&P. If no changes are indicated, a review date (month, date and year) will be noted on the P&P.
2. New policies and procedures are developed as needed.
3. All new and revised policies and procedures are presented to the Ethics and Regulatory Compliance Committee (ERCC) for approval.
4. The Co-Chairs of the ERCC have the authority to temporarily approve a P&P (prior to an ERCC Committee meeting) in order to meet a requirement from an outside regulatory agency or observe a legal change. At the next regular ERCC meeting, the P&P is presented for formal approval.
5. Accounting, Billing, and Unified Transportation Services policies and procedures are signed by the Chief Financial Officer. All other Administrative and Clinical Services policies and procedures are signed by the Executive Director. Nursing policies and procedures are signed by the Director of Nursing.
6. The policies and procedures are posted to the web site [www.cadissoftware.com](http://www.cadissoftware.com), and staff members are notified using the online Agency newsletter.
7. The original CSB Policy and Procedure manual will be kept in the Director of Medical Records' office with a copy maintained at the Stabilization Unit.
8. If, at anytime, staff members are not able to access the agency website and a copy of a policy and procedure is needed, site staff may contact the Director of Medical Records during regular work hours or the Stabilization Unit after hours for a copy of a policy and procedure.