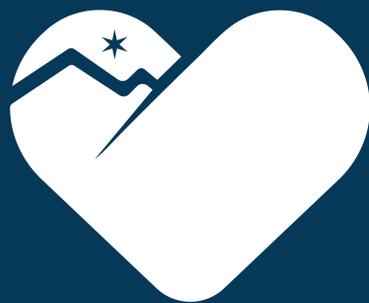


Non-Employee Orientation and Training Handbook

This document should be given to all Denver Health non-employee team members.

Revised February 2018



**DENVER
HEALTH™**
— est. 1860 —

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INTRODUCTION

DENVER HEALTH is committed to having a team that is appropriately trained to work at our facilities. This manual is for any non-employee team member that performs services for Denver Health for orientation and training purposes. We define non-employee categories as follows:

CATEGORY	DESCRIPTION
Affiliates	Staff from organizations with Affiliation agreements with Denver Health who are support staff. An example is educators working for an affiliated organization.
Board of Directors	Denver Health Board of Directors members Community Health Clinic Board of Directors members Denver Health Foundation Board of Directors members
Short Term Business Contractors	Any contractor (working at a DH location or remote) for a limited duration that is not part of an affiliated group that has access to billing, coding, or other revenue cycle information, patient care areas, the electronic medical record system or any system containing patient information. Example include: Facilities Operations Construction Short-term IT Contractors Consultants Auditors Couriers
Staffing Services	Any contractor (clinical or non-clinical, excluding medical staff) that provides services on any DH campus providing care or other services to patients or working in patient care areas such as: Agency Medical Interpreters and translators Staffing services company Travelers, Therapists (Occupational, Physical, Respiratory, Audiology, Speech and Language Pathology) Food Services Donor Alliance Valet Security Sheriffs Non-Employed researchers Off-site coders Surgical Techs Dialysis service providers
Medical Staff	Medical Staff professionals providing direct patient care: Medical Doctors (MDs) Doctors of Osteopathy (DOs) Doctors of Dental Surgery (DDSs) Doctors of Psychology (PsyDs) Psychologists, Doctors of Philosophy (PhDs) Physician Assistants Licensed Clinical Social Workers Advance Practice Nurses (APNs)
Volunteers	Volunteer staff for Denver Health including medical staff.

CATEGORY	DESCRIPTION
STUDENTS/INTERNS	
Trainees/ Apprenticeships/ Students - Clinical	Students completing training at Denver Health through contracted, formalized medical education programs and who will be interacting with patients, such as: Residents, Fellows (including visiting) Medical students Dental students PA Students International Trainees Post Graduate (non-physician) Nursing Students Non-medical post grad interns (ASL, PT, OT, SLP, RT, Psych, Pharmacy, etc.) Denver Health Emergency Medical Technicians

This handbook applies to non-employee **“Team Members”** who provide services at Denver Health. Team Members do not include visitors to Denver Health (e.g., friends and family of patients; people attending conferences or educational sessions offered to the community and the health care/business community in general; the media, vendors and sales representatives; external reviewers and observers here to look at some aspect of Denver Health operations).

INSTRUCTIONS

This purpose of this handbook is to provide non-employees with an overview of conducting services at Denver Health. The handbook provides a brief outline of the policies and procedures of Denver Health that are critical to the safe and compliant operation of the Denver Health organization. Information in this handbook may be supplemental to any specific procedures, project guidelines or other written scope of services that may be part of a non-employee’s contract or agreement to perform services for Denver Health. As a non-employee performing services for Denver Health, you may be responsible for the following:

1. Read this entire document
2. Sign all forms at the end of this package including:
 - Signature page
 - User Agreement (if accessing Denver Health systems)
3. Return all completed forms to your appropriate contact/responsible party (listed at the bottom of the Acknowledgment form on page 29)
4. Please refer all questions to the manager of the unit to which you are assigned or the Denver Health representative listed in your contract with Denver Health (hereinafter referred to as your “Denver Health Responsible Party”)

ABOUT DENVER HEALTH

Denver Health is a comprehensive, integrated organization providing Level One care for all, regardless of ability to pay. Twenty-five percent of all Denver residents, or approximately 150,000 individuals, receive their health care at Denver Health. Denver Health physicians care for one in three children in Denver as well.

As Colorado's primary safety net institution, Denver Health has provided billions of dollars in uncompensated care. Denver Health is an integrated, efficient, high-quality health care system serving as a model for other safety net institutions across the nation.

Denver Health and Hospital Authority (the "Authority") was created by the Colorado legislature as a body corporate and political subdivision of the State of Colorado pursuant to Colorado Revised Statutes § 25-29-101, et seq. (the "Act"). The Authority began operations on January 1, 1997 after having separated from the City and County of Denver ("the City"). On January 1, 1997, the City transferred substantially all of the health care programs, services and facilities of the City's former Department of Health and Hospitals to the Authority. An eleven-member Board of Directors that is responsible for the operation of the Authority's health system, including the Denver Health Medical Center, governs the Authority.

VISION

To be the healthiest community in the United States

MISSION

- Provide access to the highest quality health care, whether for prevention, or acute and chronic diseases, regardless of ability to pay;
- Provide life-saving emergency medicine and trauma services to Denver and the Rocky Mountain region;
- Fulfill public health functions as dictated by the Denver Charter and the needs of the citizens of Denver;
- Provide health education for patients;
- Participate in the education of the next generation of health care professionals; and
- Engage in research, which enhances our ability to meet the health care needs of Denver Health system patients

VALUES

- We promise to treat patients, visitors and each other with courtesy, dignity and respect.
- We promise to solve problems through teamwork and good communication.
- We promise to strive for excellence through continuous improvement and innovation.
- We promise to use our time, talent and resources responsibly and effectively.
- We promise to do what's right.
- We believe in keeping our promises.

GENERAL ORIENTATION INFORMATION

Denver Health is a comprehensive, integrated organization providing Level One care for all, regardless of ability to pay. Twenty-five percent of all Denver residents, or approximately 150,000 individuals, receive their health care at Denver Health. Denver Health physicians care for one in three children in Denver as well.

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PROVIDING SERVICES FOR DENVER HEALTH

Authorization Process

Our non-employee Team Members perform many different tasks and work for many different employers. In general, all non-employees should be performing services for Denver Health pursuant to a contract, affiliation agreement or volunteer placement and must be properly vetted and authorized before providing services to Denver Health. This includes, but is not limited to, verification of background checks, licensure/certification and proof of adequate insurance/liability coverage. Your Denver Health Responsible Party will make sure you have the appropriate system access and the necessary training and general orientation to our facility applicable to the services you will be providing. All non-employee Team Members should meet with their Denver Health Responsible Party prior to the start of their assignment so that paperwork and orientation materials can be completed.

Healthy Screening Procedures

You are to refrain from coming to the hospital or other Denver Health care locations if you have any symptoms suggesting you might have a contagious health concern. All non-employees must have a health screening form filled out by their provider and submitted to their Denver Health contact prior to starting at Denver Health. The Center for Occupational Health (COSH) at Denver Health cannot provide health-screening services for you.

Scope of Services Provided

As a non-employee, you may have a job description or a contractual agreement that identifies the requirements and essential functions of the position to be performed or details the scope of services to be provided. In addition to the supervision and direction of your employer, when you perform services on site at Denver Health, your Denver Health Responsible Party will oversee the quantity and quality of the services you provide.

If you provide direct patient care, you are expected to demonstrate population-specific competencies and knowledge of abuse and neglect recognition. Your Denver Health Responsible Party will provide you with additional information about population-specific competencies as they apply to your position. In accordance with applicable standards and regulations, you may be evaluated during and/or at the end of your assignment.

Identification Badges

All non-employees working at a Denver Health location must wear an identification badge while on site. ID Badges should be worn above the waist. Your ID badge will identify your contractor status and will be issued by the Denver Health Human Resources Department located at 660 Bannock Street at the start of your assignment. When your assignment ends, you must return your ID badge to your Responsible Party, to the Security desk in the DECC or send it to MC 0411.

Parking

Parking by permit is required to use hospital parking lots. Non-employees may be eligible for parking permits and may contact their Denver Health Responsible Party or the Denver Health Engineering office at 303-602-2420 for specific information. Non-employees with access to Denver Health's system may also visit the Engineering webpage on The Pulse. Engineering hours of operation are Monday - Friday, 7:00am to 4:00pm. Special parking arrangements for physical impairment are also handled by Engineering. In addition, bicycle parking racks are located outside in various locations on the Denver Health campus.

TRAINING

Annual Training

As a non-employee, it is your responsibility to become adequately prepared for performing services on Denver Health's premises by reading this document, the Code of Conduct and completing orientation in the department(s) where you will be working. You may be required, depending on the services you are providing to Denver Health, to complete "Annual Training" as well. Your Denver Health Responsible Party will let you know if this is required for you and what to do. The Annual Training addresses the following topics: Code of Conduct, Environment of Care, Infection Control and Quality/Patient Safety. Additional topics or modules may be required from year to year. Your Denver Health Responsible Party will assist you with this training. If you have questions, please contact the Denver Health Human Resources Department.

COMPLIANCE

At Denver Health, we believe in doing the right thing, the first time, every time. The Enterprise Compliance Program and the Denver Health Code of Conduct set the ethical tone for all work performed at Denver Health. Denver Health's Policy is to promote ethical behavior and to act in accordance with Federal, State and Local laws and regulations. As a non-employee Team Member performing services for Denver Health, the same is expected of you. If you encounter situations in performing your services that aren't addressed by The Code of Conduct, consult your Denver Health Responsible Party or reach out to the Enterprise Compliance Services team for guidance and support. You will be given access to the Denver Health Code of Conduct and any applicable policies and procedures required for you to perform your services. Your Denver Health Responsible Party will assist you in locating these documents.

Your failure to comply with the law and all applicable policies, procedures, principles and practices and the Denver Health Code of Conduct provisions when performing services for Denver Health may result in your removal from Denver Health's premises, termination of your contractual relationship with Denver Health and/or possible civil or criminal charges.

We count on you to be the eyes and ears for the organization and identify when there are situations and behaviors that do not align with doing the right thing. You are expected to speak up and report any wrongdoing that could put the organization, our patients, or members at risk. At Denver Health you are protected from retaliation or retribution for voicing your concerns.

You have many resources to use to ask for help or report concerns:

- Speak with your Denver Health Responsible Party, other Leaders in the Organization, or a Denver Health Human Resources representative.
- Call the Denver Health ValuesLine at [1-888-273-8452](tel:1-888-273-8452) or report using the ValuesLine Web Report denverhealth.ethicspoint.com. The ValuesLine is available toll-free 24/7. You can make an anonymous report to a trained professional that is not a Denver Health employee.
- Access Denver Health's Enterprise Compliance Services Pulse sub site for more information or contact Enterprise Compliance Services. For DHHA matters call [303-602-3255](tel:303-602-3255) or send a secure fax to [303-602-7024](tel:303-602-7024). For DHMP matters call [303-602-2004](tel:303-602-2004), email ComplianceDHMP@DHHA.org, or send a secure fax to [303-602-2074](tel:303-602-2074). You are always welcome to stop by or make an appointment as well.
- If you decide to contact Enterprise Compliance Services, you may say who you are or remain anonymous. If you choose to remain anonymous, Denver Health will protect you from being known within the limits of the law.

DETECT AND PREVENT FRAUD, WASTE AND ABUSE

Financial stewardship is critical to fulfilling our mission and making sure Denver Health is around for many years to come. Preventing and detecting fraud, waste and abuse in all areas of our organization is part of this stewardship.

Fraud is a deception or misrepresentation made intentionally or with reckless disregard of the truth, knowing that the deception could result in some unauthorized benefit to the perpetrator, another individual, or entity. Fraud can take many forms including embezzlement, false claims, kickbacks, bribery, false financial reporting, software piracy, credit card fraud, expense account fraud, identity theft, medical identity theft, false workers' compensation claims, fraudulent vendor billing, member fraud, mail fraud, backdating documents and falsifying time cards.

Waste is defined as the over-utilization and misuse of services or other practices that result in unnecessary costs to the health care system, including the Medicare and Medicaid programs.

Abuse includes any practice that may, directly or indirectly, result in:

- Unnecessary cost to the health insurance payer, including the Medicare and Medicaid programs
- Improper payment for services
- Payment for services that fail to meet professionally recognized standards of care or contractual obligations
- Services that are medically unnecessary

Common examples include, but are not limited to, misusing codes on a claim or billing for additional, unnecessary treatment.

Denver Health is committed to accurate record-keeping, coding, billing and claims submission and payment. We prohibit any Team Member or agent of Denver Health from knowingly presenting or causing to be presented claims for payment or approval which are false, fictitious, or fraudulent. We encourage all Team Members to report concerns about financial and billing integrity matters immediately. Common risk areas associated with claims preparation and submission include: inaccurate coding, up-coding, unbundling of services, billing for medically unnecessary services or other services not covered by the relevant health care program, billing for services not provided, duplicate billing, insufficient documentation and false or fraudulent cost reports.

The Federal and State of Colorado False Claims Acts provide for civil financial penalties for anyone who knowingly submits, or causes the submission of, a false or fraudulent claim to the government. Deliberate or reckless disregard for the truth or falsity of the claims submitted also can lead to violations. The State and Federal False Claims Acts include a “whistleblower” provision that allows people outside the government to report fraud and potentially receive a portion of any money that is recovered in the case. If successful, the government can recover up to three times the amount at issue plus additional fines and penalties. The State and Federal False Claims Acts also includes protections for whistleblowers from retaliation.

A key part of Denver Health’s ethical and professional responsibility is documentation. In support of accurate billing, medical records must provide reliable documentation of the services rendered. Each Team Member is responsible for creating and maintaining accurate, complete and timely patient-care records. Each Team Member must ensure that medical records do not contain false or misleading information and that they meet the requirements of all laws, regulations and Joint Commission standards and Denver Health Policies and Procedures.

Each Denver Health Team Member is responsible for the integrity and accuracy of our organization’s documents and records, not only to comply with regulatory and legal requirements but also to ensure records are available to support our business practices and actions. Never sign a document unless you know it to be accurate. No one may alter or falsify information on any record or document. Further, records must never be destroyed in an effort to deny governmental authorities access to that which may be relevant to an investigation. Never destroy or dispose of Denver Health records or files without getting the approval of a Denver Health Manager.

Finally, no Denver Health Team Member or any other person acting on behalf of the organization is permitted to solicit or receive anything of value, directly or indirectly, in exchange for the referral of patients. Similarly, when making patient referrals to another health care provider, we do not take into account the volume or value of referrals that the provider has made (or may make) to us.

Please report any potential concerns of billing integrity and fraud and abuse to:

- DHHA Compliance Office by calling [303-602-3255](tel:303-602-3255)
- DHMP Compliance Office by calling [303-602-2004](tel:303-602-2004); sending a letter to: Denver Health Medical Plan, Inc. Compliance Special Investigations Unit, 938 Bannock Street, Mail Code 6000, Denver, CO 80204; or e-mailing ComplianceDHMP@dhha.org.
- Denver Health ValuesLine by calling [1-800-273-8452](tel:1-800-273-8452) or completing a web report at denverhealth.ethicspoint.com.

RESEARCH

Denver Health is committed to participate in the education of the next generation of health care professionals and engage in research that enhances our ability to meet the health care needs of our patients.

All Denver Health Team Members interested in conducting research at Denver Health must obtain the appropriate institutional approvals. Additionally, all human subject research at Denver Health must be approved by an Institutional Review Board (IRB). At Denver Health, we primarily use one IRB: Colorado Multiple Institutional Review Board (COMIRB) who also serves as our privacy board and reviews all studies to make sure that HIPAA requirements have been met.

Denver Health's principal investigators, their staff, other managers and non-employees involved in research at Denver Health are expected to:

- Comply with all relevant laws, regulations, Denver Health policies and core values. Individuals engaged in research must also complete research-related trainings.
- Gain appropriate study outcomes through sound study design and maintaining effective oversight of the study protocol.
- Protect study subjects by disclosing potential conflicts of interest; develop and monitor plans to control study risks; employ appropriate recruiting and informed consent processes; be responsive to concerns and complaints expressed by study subjects; report unanticipated problems promptly; and properly acquire, maintaining and protecting research data.
- Demonstrate exemplary professional conduct through intellectual integrity in formulating, conducting and reporting research results.

As in all accounting and financial record-keeping, our policy is to submit only true, accurate and complete costs related to research grants. If you suspect instances of research misconduct, fraud, waste, or abuse on a research or sponsored project, you should report the matter immediately to your Denver Health Responsible Party and/or Denver Health's Enterprise Compliance Services or the Denver Health ValuesLine. You may also choose to report fraud, waste and abuse directly to the funder.

EPIC training is required for all those who will need to have access to the electronic medical record (EMR) for data abstraction, documentation, orders, or administering care for research subjects at Denver Health. Understanding EPIC functionality and workflows is the responsibility of all research personnel performing research.

Denver Health Research policies and procedures can be located in the policy library on PolicyStat.

PROFESSIONAL CONDUCT EXPECTATIONS

DENVER HEALTH POLICIES, PROCEDURES, PRINCIPLES, PRACTICES, STANDARD WORK AND GUIDELINES

All individuals who perform services for Denver Health, regardless of their employment status, are expected to familiarize themselves with and follow all Denver Health Policies, Procedures, Principles, Practices, Standard Work and Guidelines pertinent to the services they are performing. They are available to you in the department where you will be working, in the Denver Health policy library called PolicyStat, or on the Pulse. Your Denver Health Responsible Party will orient you to policies applicable to your function.

STANDARDS OF BEHAVIOR

Denver Health has established Standards of Behavior for Denver Health Team Members to help create a welcoming environment for our patients, visitors and fellow Team Members. These standards of behavior are centered on three principles: Trust, Respect and Excellence. Individuals performing services at Denver Health are expected to be aware of and support the Standards of Behavior in his or her performance of services for Denver Health. These standards are as follows:

I am committed to holding myself accountable to demonstrate our values of Trust, Respect and Excellence by:

- Respecting my patients and coworkers by striving to understand their culture and beliefs;
- Respecting patient privacy and confidentiality, especially in public areas;
- Always using AIDET (Acknowledge, Introduce, Duration, Explain, Thank) with patients, visitors and coworkers;
- Being professional in my communication both electronically and in person;
- Washing my hands before and after each patient encounter;
- Being on time and ready to work at the start of my shift;
- Adhering to our dress code;
- Walking patients and visitors to the area they are looking for whenever possible;
- Educating others about the Standards of Behavior.

Additional standards for leaders include:

- Modeling the Standards of Behavior;
- Practicing rounding, sending thank you notes and observing my direct report's AIDET skills;
- Holding my direct reports accountable for their performance and Standards of Behavior;
- Learning and using LEAN tools for persistent adaption, innovation and cost reduction.

PERSONAL APPEARANCE

Denver Health maintains a business professional dress code. Individuals performing services for Denver Health are expected to follow applicable dress code standards.

- In clinical areas, scrubs or other uniforms are required.
- If personal scrub attire and lab coats become contaminated with blood/body fluids the laundry will provide a set of scrubs to wear and return the next working shift.
- The length and fit of all attire should be in accordance with what is acceptable in a business environment
- Individuals may wear polo style shirts, but shirts must have a collar and be tucked in
- Green hospital issued scrubs must be covered when leaving the work area
- Masks, foot and head coverings should be removed when leaving clinical areas
- Dress shirts and ties with slacks are acceptable and very professional

UNACCEPTABLE ATTIRE INCLUDES:

- Jeans of any style or color
- Shorts
- Pedal pushers
- Capri pants
- Stirrup pants
- Spandex
- Patient gowns
- Baseball caps
- Spaghetti straps etc.
- Oversized\undersized clothing
- See through clothing
- Low cut tops
- Workout clothes
- T-shirts with logos, words or pictures
- Excessive jewelry

Shoes

Tennis shoes are never allowable with professional dress.

Body piercings

Only two holes in each ear are acceptable. All others must be removed. Any other piercing i.e. tongue, eyebrow, etc. are NOT acceptable and should be removed immediately. A small nose stud is acceptable.

Artificial fingernails

Artificial fingernails are not acceptable in clinical areas.

Hair color

Hair color must be a naturally occurring color.

VISITORS & VENDORS

- No visitors in break rooms or at work stations
- Vendors and sales representatives must:
 - Have an appointment with the department they are visiting and be registered in the vendor management system (REPTrax)
 - Wear the temporary vendor badge that is printed after check-in
- Gifts cannot be accepted

COMPUTER/TELEPHONE USAGE

Individuals performing services for Denver Health may be provided with access to Denver Health systems. All access and/or pass codes, electronic signature codes and any other passwords are to be safeguarded and are prohibited from being disclosed. To the extent provided, computers, telephones, fax machines, cell phones, pagers, vocera and other communication devices and related services (including local, long distance and Internet) belong to Denver Health and are to be used for business purposes only.

SOCIAL MEDIA

When performing services for Denver Health, individuals are expected to respect Denver Health's social media site policies and procedures and act responsibly when posting information. The following key points are important to remember:

- Posting patient information (including patient names, descriptions, photos, etc) is a HIPAA violation and is strictly prohibited
- Denver Health strongly cautions against connecting with patients on social media
- Offering medical advice via social media to someone in another state may constitute unlicensed practice of medicine
- If you are contacted by the media to speak on behalf of Denver Health about a posting or comment made on a social networking site, direct that request to the Media Relations Department ([303-520-9591](tel:303-520-9591) or DenverHealthMedia@dhha.org) immediately

TOBACCO-FREE ENVIRONMENT

Denver Health provides a tobacco-free workplace and environment. Smoking (including the use of marijuana and e-cigarettes) and the use of any tobacco products, including but not limited to, cigarettes, cigars, chewing tobacco, snuff and pipes are prohibited while on any premises owned, operated, leased, or maintained by Denver Health. This includes the grounds, parking lots/structures, ramps, sidewalks and public right-of-ways within and around property boundaries of Denver Health in accordance with Denver Revised Municipal Code Section 24-305. This policy also prohibits the use of tobacco products in vehicles owned by Denver Health and any personal vehicles parked on Denver Health property.

DRUG & ALCOHOL FREE WORKPLACE

All individuals must perform services for Denver Health free from the influence of alcohol and/or illegal drugs. Individuals performing services for Denver Health who report to Denver Health impaired by alcohol or illegal drugs or use, possess or sell illegal drugs while on Denver Health property will be immediately escorted off Denver Health property and barred from Denver Health facilities and from participating in hospital operations.

PROHIBITION AGAINST UNLAWFUL DISCRIMINATION AND HARASSMENT

Denver Health is committed to maintaining a welcoming work environment for ALL patients, employees and those performing services that is free from unlawful harassment and discrimination. Denver Health prohibits such conduct by employees or individuals performing services for Denver Health. Discriminatory and harassing conduct towards an individual based on that individual's age, race, color, national origin, ancestry, genetic information, religion, sex, pregnancy, disability, sexual orientation, gender identity, gender expression, marital status or veteran status will not be tolerated. In addition, Denver Health prohibits all forms of sexual harassment. Unwelcome sexual advances, request for sexual favors and other physical, verbal or non-verbal conduct of a sexual nature constitute sexual harassment when:

- Submission is an implicit or explicit term or condition of employment
- Submission to or rejection of the conduct is used as basis for employment decision or
- Conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment

Any individual performing services for Denver Health who believes that he or she has been subject to unlawful harassment or discrimination by a Denver Health employee must timely report the misconduct to Denver Health's Chief of Human Resources Officer (303-602-4939) or the Employee Relations Center (303-602-4257) to enable Denver Health to promptly investigate and correct any behavior which may be in violation of this policy. Help Denver Health uphold our commitment. Furthermore, any individual performing services for Denver Health who is found to have engaged in prohibited discriminatory or harassing conduct will be barred from performing any further services for Denver Health.

WORKPLACE VIOLENCE

Denver Health is committed to preventing workplace violence and maintaining a safe environment for our patients, employees and visiting public. Violence or the threat of violence is unacceptable along with:

- Intimidating, threatening, or hostile behaviors, physical assault, vandalism, arson, sabotage, unauthorized use of weapons, bringing unauthorized weapons onto Denver Health property, or other acts of this type
- Telling jokes or making comments regarding violent acts, which are reasonably perceived to be a threat of imminent harm
- Encouraging others to engage in the negative behaviors provided above.

Individuals performing services for Denver Health who engage in the behavior outlined above will be removed from Denver Health property and reported to the proper authorities. Individuals performing services at Denver Health who feel they have been subject to any of the behaviors listed above or have observed or have knowledge of such behaviors should report the incident to Denver Health's Chief of Human Resources Officer ([303-602-4939](tel:303-602-4939)) or the Denver Health Employee Relations Center ([303-602-4257](tel:303-602-4257)).

INTERACTING WITH & CARING FOR OUR PATIENTS AND MEMBERS

PATIENTS AND MEMBER RIGHTS

At Denver Health we treat our patients with dignity, compassion and the utmost respect for their rights. We treat patients competently, which requires maintaining the disciplinary skill required by the law. We base all patient care decisions on patient needs, not financial reward.

Additionally, Denver Health makes no distinction in the availability of services or care provided based on patient's age, gender, disability, race, color, religion, sex, sexual orientation, gender identity or national origin. Denver Health recognizes and respects the diverse backgrounds and cultures of its patients and makes every reasonable effort to equip caregivers with the knowledge and resources necessary to respect each patient's cultural and physical needs. We respect the right to and need for effective communication.

Each patient is provided with a written statement of patient rights and a notice of privacy practices which outline the rights for informed decision making regarding medical treatment, payment and health information as well as to conform to applicable state and federal laws.

As a non-employee Team Member involved in patient care, your role is to help advocate for and protect our patients' rights through explaining:

- Diagnosis and treatment plans
- Right to refuse or accept care
- Care options
- Advanced directive and proxy health care decision making options and limits
- Organ donation and procurements
- Risks and benefits associated with available treatment options
 - This includes informing our patients (and their families when appropriate) about outcomes of care, treatment and services that have been provided, including unanticipated outcomes and medical challenges
- Risks, benefits and limits of patient requests to transfer to another care facility
- Health education, health promotion and illness prevention programs as part of Denver Health's effort to improve quality of life for our patients and communities.

We also take care of patient's non-clinical needs by providing:

- Privacy, security and protective services
- Pastoral counseling
- Opportunity for resolution of complaints through our Patient Representatives who:
 - Advocate for patients' rights and needs
 - Mediate and negotiate resolution of patients' complaints
 - Communicate the Denver Health policies, procedures and service to customers
 - Educate staff on effective customer service behavior

PRIVACY AND CONFIDENTIALITY

We ensure our patients' right to privacy and confidentiality by creating and maintaining a secure and trusting environment. When entrusted with patient's affairs, we treat all information as confidential. Discussion of these matters is restricted to situations where the information is necessary to meet our patient's health needs. Our concern for patient's privacy will help promote peace of mind and lessen their anxiety.

- Medical records and medical information are governed and guaranteed by both Federal and State laws. This information will not be released without authorization from the patient or the patient's designated representative or a court order.
- Information about patients is strictly confidential. Every Team Member is responsible for ensuring that confidentiality is not compromised.
- Information about patients and their care must never be discussed in public areas such as elevators, lobbies, the cafeteria or waiting rooms. Likewise, Denver Health business must not be discussed in public areas.
- Those authorized to release information to the media about patients include nursing supervisors and members of the Public Relations staff. That information is limited to public record cases and includes age, name, gender, nature of injury and condition. There are additional restrictions regarding release of patient information included in Hospital, Physician and Media Guidelines located in the Public Relations Office.
- Interview patients in privacy. Close doors if available; close curtains when indicated.
- Communicate with our patients families and significant others in a private manner.
- Phone conversations between non-employees and patients must always be conducted discretely.

CUSTOMER SERVICES

Telephone and Elevator Expectations

Telephone Expectations

The impression made on the phone is lasting; make it the one that represents a professional, caring attitude. Much of spoken communication is conveyed by tone of voice. People can readily identify anger, hostility, cheerfulness, or a smile in your voice.

Elevator Expectations

Elevator etiquette can create a favorable impression for our customers, visitors and co-workers. Good elevator manners contribute to customer satisfaction and smooth transportation.

When using the staff/transport elevators, remember the following:

- The primary purpose of a staff/transport elevator is to transport patients. The secondary purpose is to transport materials, food trays or patient supplies. Please be respectful of these priorities as elevators are being used.
- When entering or exiting a visitor elevator, please extend courtesy by allowing the patient or visitor to enter and exit first and assist with wayfinding as needed.

Utilizing the elevators with "Patients First" in mind will ensure patient safety and promotes a positive patient experience.

Providing Directions

- Observe customers and visitors. If someone appears to need directions, offer to help. Let customers know that you will help them to their destination.
- If you are unable to personally escort a customer, take him or her to someone who can.

The Keys to Effective Patient and Customer Communication

AIDET is a communication tool that we use at Denver Health. It is a simple acronym that represents five communication behaviors that can help you build trust with both patients and Denver Health staff. Executing these behaviors effectively will help you establish a positive first impression on others. We use AIDET to reduce anxiety, improve teamwork, provide clear communication and build loyalty to one another.

AIDET

- 1. Acknowledge:** Acknowledge the patient by name. Make eye contact, smile and acknowledge everyone in the room (patient and family). Use the patient's name when possible; this makes the patient and family feel like you expected them.
- 2. Introduce:** Introduce yourself, your skill set, your professional certification and your experience. Also introduce the other care providers who will interact with the patient during their visit.
- 3. Duration:** Give an accurate time expectation for wait times, tests, arrival of clinical providers and identify/communicate next steps. When this is not possible, give a time in which you will update patient on progress.
- 4. Explanation:** Explain step by step what will happen and answer questions. Use language a patient can understand. Avoid medical jargon and acronyms and align with patient's level of health literacy. Explain medication side effects and use the Teach Back method to ensure that they understand how to take their medication and what side effects to watch out for. Always be sure to ask "what questions do you have for me?"
- 5. Thank you:** Thank the patient. You may thank them for choosing Denver Health and for their communication and cooperation. Thank the family for assistance and being there to support the patient. Include specific information if applicable; for example, if a patient had a long wait, thank them for their patience.

THE PROMISE – Make a statement of your personal commitment to the patient's care and experience.

10/5 Rule

- At ten feet away, always smile and make eye contact with patients, visitors and colleagues.
- At five feet way, always say hello and greet them.

**10/5
Rule**

**10 ft:
Make
eye
contact**

**5 ft:
Say
"hello"**

Customer Acknowledgment and Waiting

At Denver Health, we recognize that our customers' time is valuable. We strive to provide our customers with prompt service by acknowledging them, keeping them informed of delays and making them comfortable while they wait.

- Promptly welcome customers in a friendly manner, smiling warmly and introducing yourself. Don't allow anyone to feel ignored. Recognize that the customer is sick or worried and every minute seems like an hour.
- Acknowledge the customers' presence. Look up from your work and make eye contact.
- Educate families about the process. Family members need to know that procedures generally do not begin as soon as customers enter the area.
- Inform the customer prior to the appointment, if it becomes apparent that a scheduled procedure or exam will be delayed.
- Customers' families are as important as our customers. Update family members periodically while a customer is undergoing a procedure.
- Always thank customers for waiting and apologize for delays and inconveniences.

Customer Information and Education

- Reinforce information that the physician provided.
- Use easily understood and appropriate language when giving customers information about health, special diets, tests, procedures, medication, etc.
- Avoid technical or professional jargon.
- Speak with customers whenever possible. After you explain something or conclude a conversation ask:
 - How was your service?
 - Did you find everything okay?
 - Do you understand what I told you?
 - Do you have any additional questions?
 - Is there anything else I can help you with?
- Clearly explain what the customer and family will experience after surgery, delivery, or a procedure.
- Customers with special needs (i.e., translators for non-English speaking customers; interpreters, amplification devices and closed caption television for the hearing impaired) will have those needs addressed by appropriate departments.

ACCESSING LANGUAGE SERVICES

In order to ensure complete, accurate, impartial and confidential communication, avoid using family, friends or other individuals, for interpretation. Children should never be used as interpreters. Document refusal of interpreter services in the medical record.

Denver Health Medical Interpreters are locally available. This includes In-Person (whenever possible) and Over-the-Phone Interpretation. To contact Denver Health Medical Interpreters contact dispatch *LANG (*5264) or Ext 66666 or submit a request online (see below).

Hours of operation

Onsite (local support)

- Spanish: Monday - Friday, 7:30am - 6:00pm
- Russian: Monday - Thursday, 7:00am - 5:30pm
- Nepali (Lowry clinic) Monday - Friday, 8:30am - 5:00pm
- Vendor support (backup) is available 24/7 for over 200 languages when local staff are not available.
- American Sign Language (Martti in ED 24/7)/Auxiliary Aids, including TDD/TTY devices and services are available 24/7 through the hospital operators, Emergency Department and Nursing Supervisor.

Request services

- From any telephone on main campus and in Denver Health Clinics dial *LANG (*5264) or Ext 66666 and have your 6 digit AU number ready.
- Always document interpreter name, number (if available) and the time of the call.
- To provide feedback, please email DL_MILeadership@dhha.org including the date and time of the incident, where applicable.

Request portal

- Arrangements for In-Person interpreters including American Sign Language and most languages can be made 48 hours in advance. To submit your request, please go to pulse/administrative/languageservices/default.aspx and then click on Request Language Services.

Translations

Written forms of communication of various size and scope can be translated into many different languages. To request this service, please contact DH_translations@dhha.org.

Language Proficiency Testing (Orange Badge holders)

Language proficiency tests for bilingual staff. Please contact DL_SpanishProficiencyTestingTeam@dhha.org, once certified, you can assist patients in their own language, if you wish to do so. Please note - you cannot interpret without an orange badge that verifies you are proficient.

CORRECTIONAL CARE

The Correctional Care Medical Facility (CCMF) is a locked acute care inpatient unit managed jointly by Denver Health and the Denver Sheriff Department. The CCMF services are designed for patient/prisoners who are > 18 years old or juveniles charged as Adults, who require acute hospital care. Patients must be on a police hold or incarcerated to be admitted to CCMF. Once the hold is dropped, the patient must be transferred to an appropriate unit.

All patients/prisoners on medical/surgical areas who do not need a higher level of care, i.e. MICU, SICU or PCU and Labor & Delivery can be admitted to CCMF.

CCMF Safety

If you are a non-employee providing services in the CCMF, you must observe the following:

- Remove all sharps and items that could be used as a potential weapon from the immediate area (i.e., sharps, long pencils). Be aware of what is routinely available in the patient rooms or exam rooms that may be used as a potential weapon.
- Prisoners may be given writing materials including one or two pieces of writing paper and a short pencil. If there is a request for additional items, please check with the sheriff. Correctional care patients may not have long pencils, pens or newspapers. Reading materials may be available in limited amounts. The sheriff will determine how much material the patient/prisoner is permitted to have.
- Police hold devices (i.e., shackles, cuffs) are NOT considered medical/surgical restraints. If the correctional care patient requires medical/surgical restraints, Denver Health restraint policies are followed.
- Correctional care patients are not to be told the date, time or place of their next appointment, or the date and time of a procedure or surgery. Do not confirm correctional care appointments over the phone; no information should be given out over the phone about the time/place of an appointment.
- Correctional care patients may not have any visitors in the clinics.
- No personal belongings are permitted except hearing aids, glasses, dentures and artificial limbs. The correctional care patient may have these items at the discretion of the sheriff.
- Team Members are not allowed to mail anything or make phone calls for the correctional care patient.
- If the correctional care patient has any legal questions that need to be addressed, the deputies should address these questions; do not get involved with legal issues surrounding the custody of the patient.
- The only eating utensil permitted is a plastic spoon. Whenever possible, use disposable dishes and cups.
- Maintain a therapeutic relationship; limit conversations with the correctional care patient to medical care. Allow security officers or deputies to intervene when necessary and remove yourself from potentially dangerous situations. Communicate with the deputy sheriff as needed.
- In order to maintain the confidentiality of the correctional care patient, any patient information should be sealed in the appropriate bright yellow envelope and given to the officer to bring back to the sending facility.

eHEALTH SERVICES / IT

WHO WE ARE

The eHealth Services Department is responsible for all voice, video and data network infrastructures. This includes cabling, desktop, server, computer operations, applications support, network, PACS, telecom, IT security, A/V and project management teams. If you are given access to Denver Health's IT Systems as a non-employee there are a few general guidelines set forth below that you must adhere to when using Denver Health's systems and equipment. Your Denver Health Responsible Party will provide you with any additional, specific IT policies and procedures that you must follow in performing your services.

CONTACT

If you encounter problems with accessing Denver Health's systems or equipment, contact:

- Help Desk 6-3777
 - eHealth Services provides 24x7x365 support for DH users
 - Core hours are 7 a.m. - 5 p.m. M-F
 - After hours and weekend support is handled via on-call technicians and analysts. If a critical issue is reported, the appropriate staff will respond to resolve the issue. Note: After hours, only Priority 1 Help Desk issues are addressed. If a workaround exists for the issue, the issue will be handled during core hours.
- Submit requests through the eHealth Services Portal, the Help icon, email helpdesksupport@dhha.org or call extension 63777 to report incidents or make service requests for something new through the Cherwell system.



DH PULSE (INTRANET)

The Pulse is the portal to much of the company's important information and resources. This includes the Denver Health employee directory and information regarding administrative, clinical, financial and eHealth services.



ELECTRONIC INFORMATION

- Access to the Internet through the Denver Health network is a privilege. Like any other privilege, it carries with it the responsibility for the use in an efficient, ethical and legal manner.
- Electronic mail is an open record to the public. At no time can Denver Health employee or patient information be shared in this manner.
- Email, stored files, phone calls, voice mail messages, electronic audit trails and call detail records are the property of Denver Health and may be monitored at any time for quality and content purposes.
- Do not send information that has the potential to violate discrimination/harassment policies

PASSWORDS – STRONG AND CREATIVE

- Passwords must be:
 - At least 8 characters long
 - Strong
- Use random characters (no complete words)
- Contain uppercase letters, lower case letters, numbers and special characters.
 - Changed frequently
- Get Creative
 - Select a word or phrase
 - Substitute letters, numbers, special characters

Example:

In the dog house = Nth3K9Hs

EMAIL / CALENDAR

Microsoft Outlook is the primary tool used for email and calendar at Denver Health. If you are given a temporary Denver Health email account while performing services for Denver Health, you should check email daily for organizational updates and other important messages. Denver Health email accounts are not for personal use and please understand that the email system is monitored so inappropriate use will be noticed. Non-employees should follow these General Rules when using a Denver Health provided email account:

- Change the subject line when the topic has changed and cut off trailing previous messages.
- Resist chain letters and don't spam. This seems obvious, but some people don't realize that if they take all the addresses they receive in forwarded mail and use them for their own purposes without permission, this is still a form of spam. If you do this and someone reports you then you can lose your Denver Health email account privileges.
- DO NOT OPEN ATTACHMENTS UNLESS YOU KNOW THE SENDER AND DO NOT OPEN SUSPICIOUS ATTACHMENTS. REPORT THEM IMMEDIATELY TO THE HELP DESK.
- Be sure to read emails with "Scheduled Downtime", "Return to Normal Operations" and "Unscheduled Downtime"

ENCRYPTING PATIENT HEALTH INFORMATION

When you send patient information via email outside of Denver Health and our affiliate network, you must encrypt the information to assure confidentiality. There are 4 ways to encrypt email:

- Add '**ENCRYPT**' to the subject line
- Add '**SAFEMAIL**' to the subject line
- Add '**PHI**' to the subject line
- Mark the message as 'low priority' by pressing the 'low priority' button.

HEALTH INFORMATION MANAGEMENT

EHR DOCUMENTATION (EPIC)

The electronic health record system, known as EPIC, contains patient care documentation for each patient visit since 4.9.2016, including historical records converted from the prior system. Requests for patient records should be made to Health Information Management Department - Release of Information by contacting 303-602-8000. Hours of Operation: Monday – Friday | 8:00AM – 4:30PM

Non-employee Team Members whose services require documenting in Denver Health's EHR must receive training prior to obtaining access. Accurate documentation is critical for the following reasons:

- Patient service delivery and quality improvement
- Clinical Research
- Billing
- Medical/Legal issues
- Regulatory issues

Non-employee Team Members given access to Denver Health's EHR must adhere to these General Documentation Guidelines

- Documentation should be entered:
 - On the correct patient
 - In the correct encounter
 - By the person delivering care
 - In a timely manner
- As a complete, factual and objective record of care, treatment and/or services provided. It should contain sufficient information to:
 - Identify the patient
 - Support the diagnosis
 - Justify treatment
 - Document course and results
 - Promote continuity of care among providers

SAFETY AND ENVIRONMENT OF CARE

2017 HOSPITAL NATIONAL PATIENT SAFETY GOALS

The purpose of the National Patient Safety Goals is to improve patient safety. The goals focus on problems in health care safety and how to solve them.

Identify patients correctly

- NPSG.01.01.01 Use at least two ways to identify patients. For example, use the patient's name and date of birth. This is done to make sure that each patient gets the correct medicine and treatment.
- NPSG.01.03.01 Make sure that the correct patient gets the correct blood when they get a blood transfusion.

Improve staff communication

- NPSG.02.03.01 Get important test results to the right staff person on time.

Use medicines safely

- NPSG.03.04.01 Before a procedure, label medicines that are not labeled. For example, medicines in syringes, cups and basins. Do this in the area where medicines and supplies are set up.
- NPSG.03.05.01 Take extra care with patients who take medicines to thin their blood.
- NPSG.03.06.01 Record and pass along correct information about a patient's medicines. Find out what medicines the patient is taking. Compare those medicines to new medicines given to the patient. Make sure the patient knows which medicines to take when they are at home. Tell the patient it is important to bring their up-to-date list of medicines every time they visit a doctor.

Use alarms safely

- NPSG.06.01.01 Make improvements to ensure that alarms on medical equipment are heard and responded to on time.

Prevent infection

- NPSG.07.01.01 Use the hand cleaning guidelines from the Centers for Disease Control and Prevention or the World Health Organization. Set goals for improving hand cleaning. Use the goals to improve hand cleaning.
- NPSG.07.03.01 Use proven guidelines to prevent infections that are difficult to treat.
- NPSG.07.04.01 Use proven guidelines to prevent infection of the blood from central lines.
- NPSG.07.05.01 Use proven guidelines to prevent infection after surgery.
- NPSG.07.06.01 Use proven guidelines to prevent infections of the urinary tract that are caused by catheters.

Identify patient safety risks

- NPSG.15.01.01 Find out which patients are most likely to try to commit suicide.

Prevent mistakes in surgery

- UP.01.01.01 Make sure that the correct surgery is done on the correct patient and at the correct place on the patient's body.
- UP.01.02.01 Mark the correct place on the patient's body where the surgery is to be done.
- UP.01.03.01 Pause before the surgery to make sure that a mistake is not being made.

TARGET ZERO

Target Zero is an organizational wide initiative that focuses on eliminating preventable harm to our patients related to infections, falls and medication events.

Focus areas include:

- Fall Prevention
- Medication Safety
- Surgical Site Infections
- C. Difficile
- CAUTI
- CLABSI

For more information visit the Department of Patient Safety & Quality on the Pulse.

EVERY PATIENT, EVERY TIME, YOUR EXCELLENT CARE MAKES A DIFFERENCE.

CONCERNS ABOUT SAFETY AND QUALITY OF CARE

Denver Health is accredited by the Joint Commission. Any non-employee Team Member who has concerns about safety or quality of care provided in the hospital may report these concerns directly to the Joint Commission at complaint@jointcommission.org or call 1-800-994-6610. Denver Health asks that all staff, including non-employee Team Members, immediately bring any concerns to the department director or a member of the executive staff as soon as possible. This ensures that the organization can take immediate action to assure safe and high quality care is always provided. Denver Health is committed to a culture of safety, therefore no retaliation will be taken against a non-employee Team Member who reports safety or quality concerns to the Joint Commission or internally with Denver Health.

SAFETY INTELLIGENCE (SI): OCCURRENCE REPORTING

Denver Health is committed to creating and sustaining a culture of patient safety and quality. As part of that process, Denver Health utilizes Safety Intelligence (SI) – a real-time, Web-based reporting tool that increases awareness of patient safety concerns.



Staff are encouraged to report any event or process variation that results in patient or visitor harm, has the potential to cause harm or could have resulted in harm had it not been intercepted.

Once you have completed an SI, it is routed to the appropriate interdisciplinary team determined by the event type and location. The team will include members from:

- Department of Patient Safety and Quality
- Risk Management
- Physician/Nursing leadership
- Ancillary department leadership

This team will review the event, evaluating: ultimate harm to the patient, likelihood of recurrence, system-wide trends vs. isolated events, policies and procedures in place and/or additional staff education needs. In addition, as a high reliable organization we never stop looking to improve our processes and systems.

Accessing SI:

1. Desktop Icon: click on the SI icon located on all Denver Health computer desktops
2. From the Pulse: you may type SI into your browser address bar to launch the reporting tool

STATE REPORTING REQUIREMENTS FOR MEDICAL PROFESSIONALS

All medical professionals, including non-employees providing services at Denver Health, must report the following specific events immediately on the Patient Safety Net and to Denver Health's Risk Management Dept. at [303-602-4930](tel:303-602-4930).

If you witness or have knowledge of an unexpected:

- Death or Brain Injury
- Spinal Cord Injury
- Patient Burns

If you witness or have knowledge of any:

- Missing Persons
- Physical, Verbal or Sexual Abuse
- Misappropriated Property
- Life-Threatening Complications
- Diverted Drugs
- Transfusions Errors or Reactions
- Neglect

Call Risk Management with any questions – [303-602-4930](tel:303-602-4930)

INFECTION CONTROL

Disease Transmission

3 factors are necessary for transmission to occur:

- Infectious Agent
- Susceptible Host
- Mode of Transmission
 - Direct Contact – physical contact with infection source
 - Indirect Contact – contact with contaminated surface
 - Droplet – infected droplets contact eyes, nose, mouth
 - Airborne – infected particles enter respiratory tract (i.e. TB, chickenpox, measles)
 - Food/Water borne
 - Vector – contact with infected animal (i.e. flies, mites, fleas, ticks, mice/rats)

The Cornerstone of Standard Precautions: Hand Hygiene

- Poor or no hand hygiene is the #1 MODE OF TRANSMISSION of Hospital-acquired Infections
- Hand hygiene should be performed:
 - After arriving to work
 - Before and after each patient contact
 - After removing gloves
 - Before and after eating
 - After using the restroom
 - Before leaving work
- Use hand sanitizing foam unless:
 - Hands are visibly soiled and when working with C. diff patients – use soap and water and friction for at least 15 seconds

Gloves

- Wear gloves when contact with blood, other body fluids, mucous membranes and non-intact skin could occur
- Remove gloves after caring for a patient
- Change gloves during patient care when moving from contaminated to clean site
- Perform hand hygiene immediately after removing gloves

Other Standard Precautions

- Wear Personal Protective Equipment (PPE) when anticipating contact with mucous membranes, non-intact skin, blood or potentially infectious body fluids
 - PE includes eye wear, gloves, masks, gowns, etc.
 - Follow posted isolation precautions to determine type of PPE required
- Contact Precautions: gown and gloves
- Droplet Precautions: mask, gown and gloves
- Airborne Precautions: N-95 mask, gown and gloves in a negative pressure room

For your own protection, eating, drinking, applying makeup or lip balm, adjusting contact lenses are not allowed in the patient care areas!

EMERGENCY CODES

In an effort to improve transparency, Denver Health does not use coded alerts. The alerts and corresponding response are listed below:

ALERT	RESPONSE
FACILITY ALERTS	
Evacuation	Evacuation plan
Fire Alarm	RACE and PASS
Hazardous Spill	SPIL
Technology Outage	Downtime Procedures
Utility Outage	Report to Engineering
WEATHER ALERTS	
Tornado Warning or Tornado Action Response	
SECURITY ALERTS	
Active Shooter	Run, Hide, Fight
Bomb Threat	Search, Work with DPD
Combative Person	Call Security
Missing Child	Implement Search
Missing Patient ("Code Pink")	
Missing Patient	Remain Inside
Shelter in Place	
MEDICAL ALERTS	
Mass Casualty	MCI Plan
Mass Decon	Implement Decon
Medical Emergency	Medical Response

SECURITY

- Security at Denver Health is contracted through HSS. Some officers are armed.
 - Security Officers are available to all staff 24/7 by calling [303-436-7444](tel:303-436-7444) (ext. 67444).
- Security Escorts are available on the main campus for escort to your vehicle.
- Metal detectors are located around the Emergency Department (ED), Denver Emergency Center for Children (DECC) and the Adult Urgent Care Clinic (AUCC).
- Wear your identification badges at all times.
- Report any suspicious activity right away. If you see something, say something.
- Call ext. [67444](tel:303-436-7444) for Security
- Call ext. [55](tel:303-436-7444) for the Operators



THEFT PREVENTION

Theft of purses and wallets

If you are providing services on site at a Denver Health location, we ask that you help us prevent theft by locking up purses, wallets and any other valuables you may bring with you. Never leave money, credit cards or anything of value in an unlocked desk.

When out of the office

If you are provided with an office on site at Denver Health, lock your door when you leave and forward phone calls or activate voicemail when out of the office.

Always check credentials

Make it a habit to visually inspect ID badges; a uniform alone is not enough. Sometimes ID tags are displayed around the neck, on pockets, on the belt - check them out. Never leave a repairperson alone in your office even if you are familiar with the person. If you are uneasy with the repairperson, call your Denver Health Responsible Party or the repair company. Never allow unauthorized repairs to alarm system or communication equipment. Always check work orders carefully and verify the work to be performed.

Theft of office equipment

If you are given access to Denver Health equipment, such equipment will be prominently marked with facility name and serial number. Report any problems with the equipment to your Denver Health Responsible Party or the Denver Health HelpDesk.

Key Safety

If you are provided keys to Denver Health' premises, you must not put an identifying tag on a key ring and keep Denver Health issued keys on a separate ring and your personal keys on another ring. Never leave your keys in an unlocked desk drawer or coat pocket.

OCCUPATIONAL HEALTH

Injury occurring at work

You must be aware of how to report injuries and who to report to at your employer for injuries that occur at Denver Health. Only Denver Health employees are covered under Denver Health workers' compensation policies.

Hazardous Materials

- Waste is separated into "infectious" and "non-infectious waste." Anything contaminated with blood and body fluids should be put in infectious waste. When in doubt or unsure, opt for the infectious waste.
- Safety Data Sheets (SDS)
 - SDS are managed online – click the icon for immediate access
- Resource Conservation and Recovery Act (RCRA)
 - Specific waste stream for designated chemicals
 - Look for a pink or a green dot – and use only RCRA containers
- "Hazardous Spill" alert = Major Hazardous Materials Spill



- *****Do not clean up the spill if you are not trained*****
 - Secure the Area
 - Protect Persons with the correct PPE
 - Inform Environmental Services
 - Log the incident on the SPIL Report form

Radiation Safety

- Recognize the Radiation Symbol
- Do not enter the area unless authorized.

Fire Safety

- "Fire Alarm" alert = Fire Response
 - Remove all patients, visitors and employees from the area
 - Activate Alarm
 - Contain (close doors)
 - Extinguish/Evacuate
- **P.A.S.S.** – how to use a Fire Extinguisher
 - Pull the Pin
 - Aim at the base of the fire
 - Squeeze the lever
 - Sweep from Side to Side

ENVIRONMENT OF CARE

What is the Environment of Care at Denver Health?

- Our buildings, Our people, Our equipment
- Goal: to provide a safe, functional and effective environment for patients, staff and visitors.

General Safety Items

- Each department at Denver Health has an assigned Safety Representative. Your Denver Health Responsible Party will notify you of the Safety Representative in your area, if applicable. The Safety Representative can be your first point of contact for any safety questions or to report any hazards.
- Report Emergencies ASAP
 - Ext. 55 – emergency call to the Operators from any phone on the Denver Health main campus.
 - Call 9-1-1 from off-campus buildings.
- Non-Emergency issues should be also be reported
 - Call Engineering to report Facility or Utility problems
 - Call Biomed to report medical equipment problems
- Reference the Red Book in any area of Denver Health for information on procedures during different emergencies.

LEAN

HISTORY OF LEAN AT DENVER HEALTH

In 2005, Denver Health began to embrace the Toyota Production System and its Lean principles. The goal was to identify waste and improve efficiency. Since then, Denver Health has experienced unparalleled success integrating the Lean philosophy into its culture.

Lean provides a philosophy, methods and tools that enhance our organization's success in today's changing health care environment. Lean emphasizes the participation of all levels of staff in problem solving and continually identifying opportunities for improvement. A robust Lean Management System (LMS) promotes a culture of rapid learning and improvement at all levels of the organization. Such a culture creates an organization that is not just responsive, but one that identifies and navigates challenges proactively, efficiently and successfully.

DENVER HEALTH CONTACT NUMBERS

Biomedical Equipment failures and audio-visual needs	303-602-9112
Department of Patient Safety & Quality	303-602-2770
Denver Health ValueLine Compliance and ethics concerns	1-800-273-8452
eHealth Services Computer and telephone help desk	303-436-3777
Engineering Office Keys, badge swipe access, parking and building repairs	303-602-2420
Enterprise Compliance Services	303-602-3255
Environment Services Housekeeping needs, spills and room setup	303-602-2409
Health Information Management	303-602-8000
Human Resources Badges and professional conduct expectations	303-602-MyHR (6947)
Infection Prevention	303-602-1262
Patient Representatives Unresolved patient complaints and compliments	303-602-2915
Risk Management Safety Intelligence reporting and state reporting requirements	303-602-4951
Safety Office	303-602-2436
Security	303-436-7444
Social Work Interpreters, patient counseling and sign-language interpretation	303-602-4951

ACKNOWLEDGMENT

Please print this page, CHECK EACH BOX stating your agreement and understanding of each statement listed below, sign and return to one of the listed departments below.

- I understand that misconduct should be reported immediately to one of the following:
 - A Denver Health Responsible Party
 - Denver Health’s Enterprise Compliance Services
 - The ValuesLine (1.800.273.8452), or denverhealth.ethicspoint.com
 - Denver Health Human Resources Department (for Professional Conduct issues)And that reporting the misconduct may take the form of e-mail, US mail, phone, or office visit.

- I will provide services to Denver Health that comply with Denver Health’s Code of Conduct, its values, professional conduct expectations and all policies, procedures and guidelines pertinent to the services I am providing. I understand that my compliance is a condition of my working relationship with Denver Health. I acknowledge I received information on key expectations of the Denver Health Code of Conduct (within the Orientation and Training Handbook). The complete Code of Conduct is located on The Pulse or on the Denver Health public website

- I am not aware of any existing issue that would pose a conflict of interest with my work here at Denver Health.
 - If there is disagreement, Enterprise Compliance Services will require a Conflict of Interest Questionnaire to be completed and approved by the Chief Compliance Officer*Not applicable for Board of Directors members who must complete an annual disclosure form*

- I further understand that in the performance of my services for Denver Health:
 - I may have access to sensitive, privileged, confidential, or protected health information for patients, staff, or Denver Health in paper, electronic, or oral format whether personally identifiable or not.
 - I understand that I am responsible for protecting the security of any records and the confidentiality of the information to which I have access, including my information systems username(s), password(s) and encryption requirements by Denver Health for laptops and mobile devices.
 - I understand that breaching my obligation to protect the confidentiality and security of Denver Health information assets may result in liability, reporting to civil and criminal authorities and pressing of criminal charges that can lead to imprisonment and financial penalties.

- All Denver Health property in my possession must be returned, in good condition, at the end of my relationship with Denver Health. This includes, but is not limited to, any uniforms, keys, identification badges, pagers, cell phones, computers, computer access devices, company documents, etc. I understand that I shall be responsible for the cost to replace or repair Denver Health property lost or damaged by me.

- All non-employee Team Members are accountable to comply with the National Patient Safety Goals (NPSGs); I understand that my working relationship with Denver Health may be terminated if I am found to be non-compliant.

Today’s date: _____ **Organization/Company/School Name:** _____

DH ID#: _____ **DH Department:** _____

Print First and Last Name: _____

Signature: _____

Please send this form to:

CREDENTIALLED MEDICAL STAFF
Medical Staff Office
Interoffice mail: 3240 | Fax: 303-602-2719

ALL OTHER NON-EMPLOYEE STAFF
Human Resources
Interoffice mail: 0114 | Fax: 303-602-4945

ACKNOWLEDGMENT: INFORMATION SYSTEMS USER ACCESS POLICY

The confidentiality of all patient health information is protected. The unauthorized disclosure of any information from the patient medical record or other computerized medical files may be punishable by law. **I UNDERSTAND THAT I AM RESPONSIBLE, BY LAW, FOR PROTECTING ALL PATIENTS' MEDICAL INFORMATION.** I understand that my obligation to protect this information does not end at the termination of my access to this facility's computer systems or at the end of my relationship with Denver Health.

_____ (Initials)

I agree not to use any user ID to access, use, or disclose patient health information except as permitted by state and federal laws, including HIPAA. I may access, use, or disclose a patient's health information only within the scope of my services for treatment, payment, or health care operations or pursuant to a valid authorization. I understand that having access to Denver Health's systems does not give me the right to access a friend or family member's health information without going through the proper channels (requesting a copy of the medical record from the eHS Health Information Management Department). I understand that I am responsible for the confidential disposal of any health information that I print from the imaging system.

_____ (Initials)

I understand that a violation of this agreement constitutes disregard of Denver Health policies and may result in termination of my relationship with Denver Health. Such termination will not prevent Denver Health from initiating a criminal investigation and seeking criminal prosecution when a law has been violated, or notifying appropriate medical licensing agencies when necessary.

_____ (Initials)

As a non-employee who uses the Denver Health and Hospital Authority network and computing resources, I have reviewed, understand and agree to comply with the attached Information Systems User Access Policy.

Print Name (Last, First, MI)

Department

Date