

Policies & Procedures

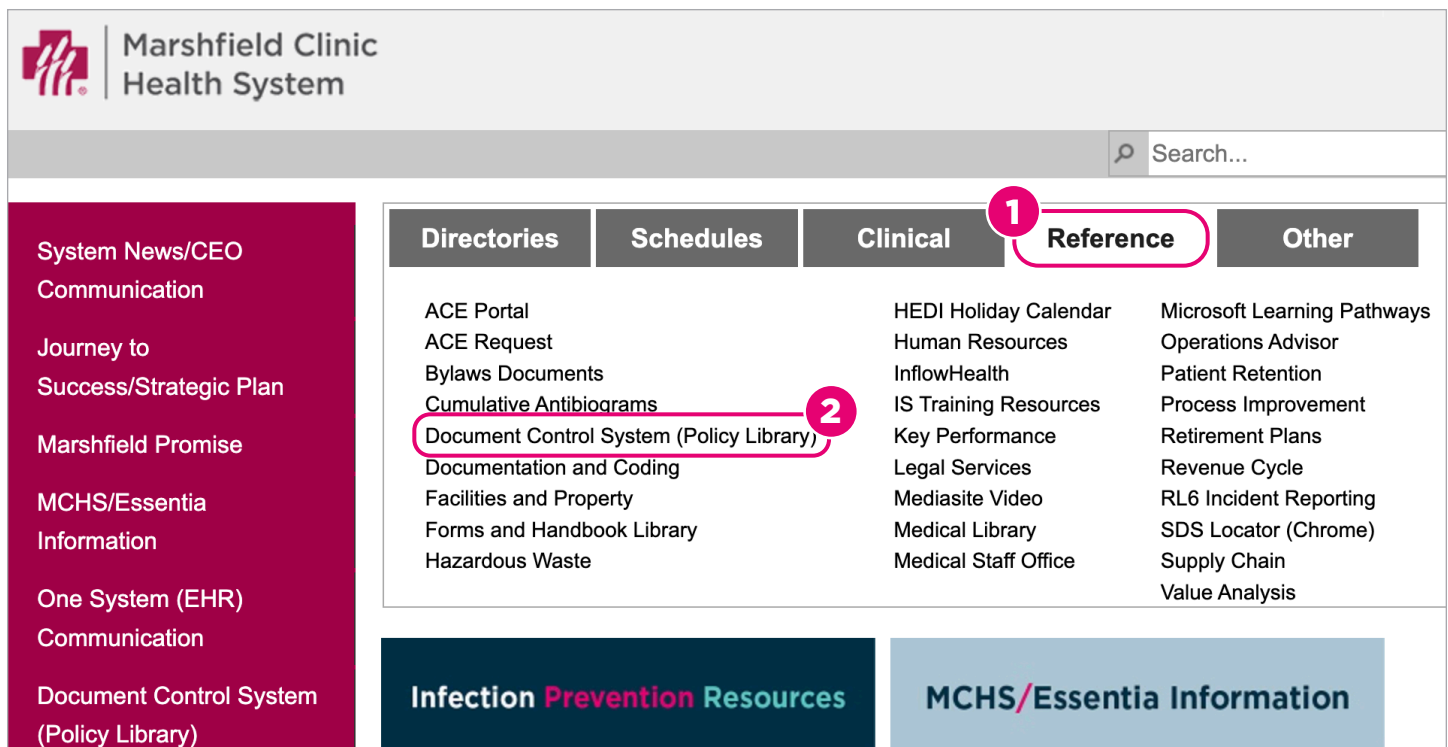
You can access Policies and Procedures using our intranet once you start.

Online Policy and Handbook Library

There are two ways to view Document Control System:

1. Marshfield Clinic Health System Intranet Homepage

- Click on **Reference** in the menu and then select **Document Control**



The screenshot shows the Marshfield Clinic Health System Intranet Homepage. The header includes the logo and name. A search bar is located in the top right. The main navigation menu is on the left, with 'Document Control System (Policy Library)' highlighted. The 'Reference' tab is selected in the top navigation bar, and 'Document Control System (Policy Library)' is highlighted in the main content area. Below the main content area are two buttons: 'Infection Prevention Resources' and 'MCHS/Essentia Information'.

Directories	Schedules	Clinical	Reference	Other
ACE Portal		HEDI Holiday Calendar		Microsoft Learning Pathways
ACE Request		Human Resources		Operations Advisor
Bylaws Documents		InflowHealth		Patient Retention
Cumulative AntibioGrams		IS Training Resources		Process Improvement
Document Control System (Policy Library)		Key Performance		Retirement Plans
Documentation and Coding		Legal Services		Revenue Cycle
Facilities and Property		Mediasite Video		RL6 Incident Reporting
Forms and Handbook Library		Medical Library		SDS Locator (Chrome)
Hazardous Waste		Medical Staff Office		Supply Chain
				Value Analysis

2. Document Control System desktop icon

- To access Document Control (Policies, Procedures, Handouts), click on your desktop icon.



Document Control System site



Marshfield Clinic
Health System

Please search for documents* found in the Document Control System (*Policy, Procedure, Process, Protocol, Resource Guide, or Standing Order)

[View All System-wide Documents](#)

Announcements

There are currently no active announcements.

Documents I'm Reviewing

There are no items to show.

Documents I'm Approving...

There are no items to show.

Welcome to the DOCUMENT CONTROL SYSTEM (DCS) Search Center

Document Control System (DCS) is a means to ensure only the latest versions of approved documents are available. Having a secure Document Control System ensures providers, staff and leaders are following the correct and most current policies, processes, procedures, resource guides, standing orders and clinical protocol/protocols.

The Document Control System is system-wide tool to manage the documents in a standardized manner.

Resources:

- [Scope Definitions Resource Guide](#)
- [Template Definitions](#)

How To:

- [Complete a Document Review and Approval Workflow](#)
- [Complete a Periodic Review](#)
- [Update DCS Word Version and Complete a DCS Revision Request Process](#)

Requests to Add, Make Changes, or Retire a Document

Request Word version of document for revision email: document.contrl.coord@marshfieldclinic.org

Submit request for revisions: [Revision Request Form](#)

Submit request for new document: [New Request Form](#)

Submit request to retire a document: [Retirement Form](#)

Questions Pertaining to Documents

[Document Control System \(DCS\) Shared Email](#)

PowerPlans/Order Sets (Cerner)

[View Published Order Sets](#)

[Request a change](#)

For Technical Support of Document Control System (DCS) Issues and Questions:

Contact the Helpline @ 9-3456 or 715-389-3456

Open a Self-Service Help Desk Ticket

Personnel Related Policies

A

Attendance/Absenteeism/Tardiness

B

Benefit Status

Bereavement Leave

Blood Donations

C

Conflict of Interest

Corrective Action (Staff and Physicians)

Casual Status

Conscience Protection

D

Decoration Guideline

Drug-Free Workplace

E

Education/Meeting Development

Education Accreditation Requirements and Verification

Emergency Closing/Inclement Weather

Employee Assistance Program (EAP)/ External Service

Employee Compensation Practices- Current Exempt (salaried)

Employee Conduct

Employee Licensure, Registry and Certification

Employee Referral Program

Equal Employment Opportunity

F

Family Medical Leave Act

Food/Beverage Preparation, Storage and Safety Consumption

Fundraising and Gift Acceptance

H

Harassment in the Workplace

Hiring (Employees)

Holiday

Honoraria (Physicians Only)

I

Incident Reporting

Interim Disaster Relief Volunteer

J

Job Share

Jury Duty/Court Appearance

L

Layoff/Reduction in Workforce

Limited English Proficiency

M

Maintenance of Certification (MOC) & Study Leave Support (Eligible Physicians Only)

Military Leave

O

On-call Status

Orientation

Note: You will have access to our policies once you start.

P

Paid Leave
Parking Marshfield Clinic Facilities
Patient Information Confidentiality
Personal Appearance (Dress Code)
Personal Portable Devices
Personnel Records
Political Activity
Problem Resolution
Professional Review Action Policy
(Physicians Only)
Promotion/Transfer
Purchasing Policy (General)
Purchasing/Laundrying of Uniforms,
Scrub Suits, Gowns, Lab Coats

R

Reimbursement of Business and
Education Travel Expense (Employees)
Religious Observance, Practices & Beliefs

S

Scientific Papers Presentation Policy
(Physicians Only)
Service Awards
Severance Pay
Severe Weather Procedure
Signature Authority on Contracts
Special Employment Conditions
State/National Activity (Physicians Only)
Substance Abuse

T

Telework Policy
Termination/Resignation
Tobacco Free Environment
Tuition Reimbursement

U

Unscheduled Time (Physicians Only)
Use of E-mail, Internet, Electronic Communications

V

Vehicle Use

W

Workers' Compensation
Workforce Management
Benefit Class Maintenance
Workplace Accommodations
Workplace Violence

(Applies to all non-physician and Group I Staff)

Introduction

- Mission, Objectives, Vision & Core Values Statement
- Welcome to Marshfield Clinic Health System
- History of Marshfield Clinic Health System
- Introductory Statement

Employment Policies and Practices

- Additional Employment
- Business Travel Expenses
- Confidentiality
- Copy Equipment
- Courtesy
- Drug and Alcohol Use
- Drug Testing
- Employee Harassment Policy
- Employee Name Tag
- Employee Personnel File
- Employee Referral Program
- Employment Applications
- Employment Categories
- Employment Health Review
- Employment of Relatives
- Employment Reference Checks
- Equal Employment Opportunity
- Identification Cards
- Immigration Law Compliance
- Introductory Orientation Period
- Media Contact
- Nature of Supervision
- Parking

- Patents, Copyrights and Intellectual Property
- Patient Rights
- Personal Appearance
- Personal Data Changes
- Political Activity
- Promotion/Transfer Opportunities
- Reasonable Accommodation
- Return of Property
- Smoking
- Solicitation
- Use of Equipment and Vehicles
- Use of Phone and Mail Systems
- Violence in the Workplace
- Visitors in the Workplace

Hours of Work, Attendance Policies

- Working Hours
- Attendance and Punctuality
- Overtime
- Break and Meal periods
- Wage and Salary Assignments and Adjustments
- Timekeeping
- Emergency Closing

Pay and Review Policies

- Pay Periods
- Performance Appraisal
- Evaluation of Job
- Pay Deductions and Set-offs

Note: You will have access to our handbooks once you start.

Benefit Policies

- Employee Benefits
- Benefit Categories
- Health Coverage
- Dental Coverage
- Health Insurance Portability and Accountability Act (HIPAA)
- Section 125 MEFSA
- Section 125 Dependant Care Plan
- Long Term Care Insurance
- Long-term Disability
- Life Insurance
- Retirement Plan
- 401(k) Plan
- Retirement Procedures
- Employee Retirement Income Security Act
- Workers' Compensation Insurance
- Employee Assistance Program
- Work/Life Program
- Licensure, Registry and Certification Fees
- Tuition Assistance
- Leaves of Absences
- Family and Medical Leave
- Paid Leave Benefits
- Short-term Disability Benefits
- Holidays
- Unpaid Absences
- Funeral Leave
- Military Leave
- Religious Observances
- Jury Duty/Court Appearance
- Blood Donation

Division of Education

- Conferences/CME
- Clinical Education
- George E. Magnin Medical Library
- Media Services
- Patient Education Services
- Medical Education/Student Programs

Safety

- Safety
- Emergency Procedures
- Hazard Communication
- Infection Control and Specimen Handling
- Fire Protection
- Security Inspections

Problem Resolution, Discipline and Termination

- Employee Conduct and Work Rules
- Problem Resolution
- Discipline
- Employment Termination

Services

- Recognition/Award Ceremonies
- Employee Discounts
- Cafeteria
- Check Cashing/TYME Machine
- Publications
- Organization Announcements
- Savings Bonds
- Credit Union
- Lost and Found
- Recreation
- Notarization
- Breastfeeding Rooms/Pump

(Applies to all physician and Group I individuals)

Introductory Statement

- Mission and Objectives
- History

Organization and Governance

- Ownership
- Shareholders
- Governance and Management
- Board of Directors
- Clinic Officers and Executive Committee Members
- Executive Committee
- Salary Committee
- Medical Administrative Officers
- Administrative Staff
- Systems Operating Group (SOG)
- Regional Operating Committee (ROC)
- Clinical Departments and Regional Centers
- Department and Regional Center Chairs
- Decision and Appeal Process
- Marshfield Laboratories
- Marshfield Clinic Research Institute
- Division of Education
- Security Health Plan

Rights, Obligations and Expectations

- Rights of the Professional Staff
- Obligations of the Professional Staff
- General Conduct
- Unacceptable Conduct
- Consulting and Referring Responsibilities
- Call and Coverage Responsibilities
- Patient Rights
- Supervising Responsibilities
- Work, Work Week, and Availability Expectations
- Customer Service
- Charging and Coding
- Training and Board Certification Requirements

Professional Staff Policies and Procedures

- Access to Clinic Facilities by Outside Providers
- Agents of the Clinic
- Alcohol and Other Drug Abuse
- Antitrust Law Compliance
- Appointment System
- Associate Physician Evaluation
- Attendance Reporting – Physicians/Group I Monthly Attendance Record
- Business Meeting Attendance
- Cancellation Policy
- Charity, Discount, and Reduced Fee Policy
- Confidentiality, Business Information
- Confidentiality, Patient Information
- Conflict of Interest
- Copyright Policy
- Corrective Action Policy
- Covenant Not to Compete
- Credentials and Privileges
- Cross-Coverage with Non-Clinic Physicians
- Difficulties or Dangerous Patients
- Disputes and Grievances
- Electronic Mail and Telephone Voice Mail Restrictions
- Employment Health Review
- Employment of Relatives
- Equal Employment Opportunity
- Foreign Medical Mission Policy
- Leadership Education Program
- Marketing and Promotional Material
- Medical Records
- New Service Development
- News Media
- Non-Practice Professional Activities
- Outreach
- Own Time Honoraria
- Pagers

- Parking
- Part-time Status
- Patents, Copyrights and Intellectual Property
- Payment for Professional Services
- Peer Review
- Political, Civic, and Religious Activity
- Practice Guidelines
- Professional Liability Risk Control
- Professional Review Action Policy
- Purchase and Requisitions Policies
- Purchase of Approved Electronic Equipment with Education/Travel Funds
- Reasonable Accommodation
- Recruiting Process and Criteria
- Referrals Out of System
- Reimbursements of Education and Business Expenses
- Relocation Policy
- Research Approval
- Resignation/Retirement Procedures
- Scientific Papers Presentation
- Smoking
- Solicitation
- Telephone and Mail Restrictions
- Telephone Courtesy
- Triage Authority
- Unlawful Harassment and Sexual Harassment Benefit Programs
- 401(k) Salary Reduction Plan
- Birth/Adoption Leave
- Board Examination and Study Leave
- Child Care Program
- Education Sabbatical Leave
- Employee Assistance Program
- Employee Retirement Income Security Act (ERISA)
- Family Medical Leave
- Funeral Leave
- Health Insurance Portability and Accountability Act (HIPAA)
- Holidays
- Insurance - Catastrophic
- Insurance - Dental
- Insurance - Disability
- Insurance - General Liability
- Insurance - Health
- Insurance - Life
- Insurance - Long Term Care
- Insurance - Professional Liability
- Insurance - Travel
- Insurance - Umbrella Liability
- Insurance - Workers' Compensation
- Jury Duty or Court Appearance
- Loan Guarantee
- Medical Library
- Military Leave
- Moving Expenses Allowance
- Physician Pilots
- Professional Discounts
- Professional Dues and Licensure Fees
- Professional Education Allowance
- Retirement Plan
- Section 125 Dependent Care Plan (DCP)
- Section 125 Medical Expense Flexible Spending Account (MEFSA)
- Severance Benefit Plan
- Vacation
- Vacation Sabbatical

Corporate Documents

- Restated Articles of Incorporation
- Restated Bylaws of Marshfield Clinic Health System
- Agreement by and among Physician Shareholders of Marshfield Clinic Health System
- Contract of Regular Employment