

1 10A NCAC 13S .0319 is adopted with changes as published in 38:24 NCR 1617-1623 as follows:

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3 **10A NCAC 13S .0319 POLICIES AND PROCEDURES AND ADMINISTRATIVE RECORDS**

4 (a) The following **essential** documents and references shall be on file in the administrative office of the clinic:

- 5 (1) documents evidencing control and ownerships, such as deeds, leases, or incorporation or partnership
- 6 papers;
- 7 (2) policies and procedures of the governing authority, as required by Rule .0318 of this Section;
- 8 (3) minutes of the governing authority meetings;
- 9 (4) minutes of the clinic's professional and administrative staff meetings;
- 10 (5) a current copy of the rules of this Subchapter;
- 11 (6) reports of inspections, reviews, and corrective actions taken related to licensure; and
- 12 (7) contracts and agreements related to care and services provided by the clinic **as** a party.

13 (b) All operating licenses, permits, and certificates shall be displayed on the licensed premises.

14 (c) The governing authority shall prepare a manual of clinic policies and procedures for use by employees, medical
15 staff, and physicians to assist them in understanding their responsibilities within the organizational framework of the
16 clinic. These shall include:

- 17 (1) patient selection and exclusion criteria;
- 18 (2) clinical discharge criteria;
- 19 (3) emergency protocols as required by Rule .0326;
- 20 (4) policy and procedure for validating the full and true name of the patient;
- 21 (5) policy and procedure for abortion procedures performed at the clinic;
- 22 (6) policy and procedure for the provision of patient privacy in the recovery area of the clinic;
- 23 (7) protocol for determining gestational age as defined in **Rule .0101(4) Rule .0101(5)** of this
24 Subchapter; **and**
- 25 (8) protocol for referral of patients **for whom services have been declined declined services by the clinic.**
26 **and**
- 27 **(9) protocol that defines use of space to include opportunities that one area may accommodate various**
28 **aspects of patient visits.**

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30 *History Note: Authority G.S. **131E-153**; 131E-153.5; 143B-165.*

31 *Eff. October 1, 2024.*

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