

Surgery Center at Edgeworth Commons

POLICIES AND PROCEDURES

TITLE: Non-Discrimination Policy

Initial: 3/05

Updated: 12/28/2011

PURPOSE: To ensure that all surgery center employees and patients are treated equally and fairly, free of intimidation and/or harassment based on race, color, creed, sex, age, religion, political affiliation, national origin, or handicap or disability, and ancestry.

GUIDELINES:

The nondiscriminatory policy shall address the following:

- a. Staff privileges of professionally qualified personnel.
- b. Outpatient admission or care
- c. Assignment of patient's to preop and PACU bays
- d. Assignment of staff based on schedule needs
- e. Transfer of patients to other healthcare facilities
- f. Utilization of healthcare facility.

1. The Surgery Center at Edgeworth Commons will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C.A. §§ 2000e-2000e-17) and the Pennsylvania Human Relations Act (43 P.S. §§ 951-962.2) and to sign the following statement prior to receiving a initial license:
This facility has agreed to comply with the provisions of the Federal Civil Rights Act of 1964 and the Pennsylvania Human Relations Act and all requirements imposed pursuant thereto to the end that no person shall, on the grounds of race, color, national origin, ancestry, age, sex, religious creed, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination in the provision of any care or service
2. Any employee who believes that he or she has been discriminated against (as outlined in Title VI of the Civil Rights Act of 1964;and The Pennsylvania Human Relations Act, is to notify their Director
3. Patients, physicians, visitors, volunteers, or vendors who believe that they have been discriminated against are to notify the Executive Director.
4. All claims of discrimination will be promptly and thoroughly investigated to determine merit and appropriate action to be taken.
5. Appropriate action will be taken based upon the facts determined upon investigation.

6. 51.13. Civil rights compliance records.

- a. A health care facility shall maintain the following records to show compliance with § 51.12 (relating to nondiscriminatory policy):
 1. A copy of the health care facility's admission policy which includes the date of its adoption, which sets forth in clear terms nondiscriminatory practices with regard to race, color, national origin, creed, ancestry, age, sex, religion, handicap or disability,
 2. A copy of a signed and dated notification to employees of the health care facility's nondiscrimination policy.
 3. Evidence that the nondiscriminatory practices of the health care facility have been publicized in the community at least every 3 years by the one the following methods: newspapers, television, radio, brochure or yellow pages
- b. Copies of the health care facility's nondiscriminatory policy shall be posted in locations accessible to the facility's staff and the general public.
- c. The health care facility shall provide the department with a signed and dated copy of the nondiscriminatory policy within 30 days of the effective date of any change in the policy.