



## MONTANA STATE HOSPITAL POLICY AND PROCEDURE

### EMPLOYEE HEALTHCARE SERVICES

**Effective Date:** May 14, 2019

**Policy:** MS-04

**Page 1 of 2**

- I. PURPOSE:** To specify circumstances under which Montana State Hospital (MSH) Medical Staff may provide healthcare services to other Hospital employees.
- II. POLICY:** Members of the MSH Medical Staff may provide healthcare services to other employees under the following conditions:

- A. Care and treatment in response to an emergency condition or situation which is necessary to stabilize.

An employee needing further care or follow-up care should be referred to an outside care provider. Members of the MSH Medical Staff may assist in making the referral.

No member of the MSH Medical Staff is to provide services to employees beyond the scope of this policy. No MSH employee is required to receive services or undergo an evaluation by a member of the MSH Medical Staff.

Except in an emergency situation, services to patients will always be the priority.

This policy does not apply to services provided to employees by a member of the MSH medical staff who maintains a private practice outside of the hospital and sees the employee in that capacity.

A record of any services provided to an employee will be entered into the Employee's Health and Immunization Record (see MSH policy #IC-02, Employee Health Record & Immunization/Testing Requirements) maintained in the medical clinic.

**III. DEFINITIONS:**

- A. *Healthcare services:* Professional services including examination, assessment, testing, prescribing, or rendering an opinion regarding an employee's health status.
- B. *MSH Medical Staff:* Includes all licensed prescribers on the staff of MSH including physicians, dentists, physician assistants, and advance practice registered nurses with prescriptive authority.

## Montana State Hospital Policy and Procedure

**EMPLOYEE HEALTHCARE SERVICES**

**Page 2 of 2**

### **IV. RESPONSIBILITIES:**

- A. *Members of the MSH Medical Staff* are to adhere to this policy and consult with the Medical Director and Hospital Administrator concerning questions or special circumstances.
- B. *Medical Director* are to ensure members of the Medical Staff are familiar with this policy and maintain compliance.

### **V. PROCEDURE:**

- A. MSH Medical Staff Members will provide services under this policy.
- B. If services are provided, a description of the service and other relevant information will be entered in the employee's health and immunization record maintained in the medical clinic.

### **VI. REFERENCES:** MSH Policy IC-03, *Employee Health Record and Immunization/Testing Requirements*.

### **VII. COLLABORATED WITH:** MSH Medical Staff.

### **VIII. RESCISSIONS:** MS-03, *Employee Healthcare Services* dated October 9, 2014; MS-04, *Employee Healthcare Services* dated January 17, 2011; MS-04, *Employee Healthcare Services* dated December 23, 2009.

### **IX. DISTRIBUTION:** All hospital policy manuals.

### **X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.

### **XI. FOLLOW-UP RESPONSIBILITY:** Medical Director.

### **XII. ATTACHMENTS:** None.

Signatures:

Kyle Fouts  
Interim Hospital Administrator

Thomas Gray, MD  
Medical Director