

The following are recent updates to the Institutional Handbook of Operating Procedures. These policies have been reviewed and approved by the Strategic Executive Council. You may view the policy by clicking on the policy title.

Policy	Modification Overview	Effective Date
New		
IHOP 3.4.2 Fair Labor Standards Act Regarding Deductions from Salary of UTMB Employees	Regulatory requirement. Allows for deductions from exempt personnel salary, policy is part of the safe harbor policy outlined in the Code of Federal Regulations. Provides employees a procedure to follow if they believe that deductions have been taken from their salary inappropriately. External consultant recommended policy as there are no applicable laws and having the policy supports our practice	10/17/08
Revised		
IHOP 5.7.5 Policy on Integrity in Research	(extensive revisions, virtually a new policy) Policy has been revised per recommendations of the committee to be written at a high level and link to the detail.	10/17/08
IHOP 6.1.1 Clinical Conflict of Interest	approved March 2008- since that time forums have been held to address concerns and questions; this policy reflects changes resulting from feedback received at those forums.	10/17/08
IHOP 6.2.32 Verifying Identity and Authority of Individuals Requesting Protected Health Information (PHI)	Amends policy for release of information for prison population.	10/17/08
IHOP 9.2.1 Obligations of the Management of UTMB's Protected Health Information (PHI)	Revisions reflect UTMB Physician involvement with non-UTMB facilitates and refreshing hyperlinks	10/17/08
IHOP 9.2.13 UTMB Medical Record Policy	approved in April 2008 but required additional clarification pertaining to source data received from non UTMB facilities	10/17/08
IHOP 9.8.2 Financial Responsibility of UTMB Patients including Financial and Medical Indigent Application Process	(extensive revisions, virtually a new policy) Integrates 9.8.1 and 9.8.2 and eliminates material that can be addressed at the departmental level. Is consistent with DAMP, CPAC, etc and definitions set forth by UT System.	10/17/08
IHOP 9.15.5 Patients Initiating Advance Directives	Reviewed by Med Staff Exec; revised by committee with representatives from Pastoral Care, Nursing, ICU Faculty, Ethics. Revised policy is more succinct and clinically useful .	10/17/08

Revised, continued

<u>IHOP 9.15.6 Making and Documenting Treatment Decisions including Withholding or Withdrawing Life-Sustaining Treatment</u>	Integrates prior versions of 9.15.6 Withholding or Withdrawing Life-Sustaining Treatment From a Patient With an Advance Directive and 9.15.7 Withholding or Withdrawing Life-Sustaining Treatment From a Patient Without an Advance Directive; Also, adds a definition for Attending Physician and clarifies Faculty role when Resident initiates directive.	10/17/08
<u>IHOP 9.15.8 Out of Hospital Do Not Resuscitate (OOHDNR) Orders</u>	Reviewed by Med Staff Exec; revised by committee with representatives from Pastoral Care, Nursing, ICU Faculty, Ethics. Clarifies that the form which can be printed from the web must be stapled together; pertains to Clinic and ER activity as well.	10/17/08
Approved for Deletion		
IHOP 9.8.1 Financial Arrangements for UTMB Services	Integrated into 9.8.2, Financial Responsibility of UTMB Patients including Financial and Medical Indigent Application Process	10/17/08
IHOP 9.15.7 Withholding or Withdrawing Life-Sustaining Treatment From a Patient Without an Advance Directive	Integrated into revised 9.15.6, Making and Documenting Treatment Decisions including Withholding or Withdrawing Life-Sustaining Treatment	10/17/08