

FACILITY NAME	
Policy Name: Communication with NYS DOH and NYC DOHMH	
Policy Date:	Policy Revision:

PURPOSE:

To maintain active and effective communications with NYS DOH and DOHMH through the Health Commerce System (HCS) and NYC MED to ensure the facility is regularly informed on health alerts that may affect residents. HCS and NYC MED include public health information such as:

- Up-to-date health alert information delivered to registered email inbox and archived on the Web,
- An online document library on public health topics, and
- An online community to exchange information and ideas with colleagues.

Health alerts will be monitored by registered users from the Nursing Home. These include Administrator(s), Medical Director, Nursing Director, Quality Improvement Staff, Infection Control Practitioner, and other clinical providers or designee will enact this policy upon hearing of the potential threat of a health emergency.

PROCEDURES:

- The following staff will be registered on NYS HCS:
 - Administrator
 - Medical Director
 - Nursing Director
 - Quality Improvement Staff
 - Infection Control Practitioner
 - Clinical providers
- Health alerts will be disseminated to facility staff in the following manner:
 - When first notified, alerts will be forwarded by mass email
 - Copies of alerts will be made and distributed to all clinical providers
 - Health alerts will be posted in the Nursing Stations / Bulletin Boards
 - Intranet
 - If time sensitive, an ad hoc meeting will be called
- Nursing Home will make every reasonable effort to rapidly distribute health care and educational information to residents and their families based upon the language and literacy level of the community it serves.
- Facility status report form NHICS shall be updated and reported to NYS DOH and OEM via the HERDS system and the best available communication system.