

CHAMBERSBURG ENDOSCOPY CENTER, LLC

GOVERNANCE

Ownership:

Wellspan Chambersburg Endoscopy Center is located at:
835 Fifth Avenue
Chambersburg, PA 17201

The building is owned by DEHK Enterprises LP

Governing Body:

The Governing Body consists of:
M. Farooq Khokhar, M.D., Medical Director
Ryan R. Gaffney, D.O.
Wayne C. Hoover, MD
Matthew A. Nikoloff, MD
Nathan J. Yeasted MD
Melanie R. Moats, Center Director

Responsibilities:

- I. The governing body is fully responsible, either directly or by delegation, for the operation and performance of the organization. Responsibilities include, but are not limited to the following:
 - A. Determining the mission, goals and objective of the Center.
 - B. Ensuring that the facility and personnel are adequate and appropriate to carry out the mission of the Center.
 - C. Establishing an organizational structure to include the following areas:
 1. Administration
 2. Medical Staff
 3. Nursing Staff

These three areas will function and interact to achieve the goals and objectives of the Center, and report their activities through the Center Director and Medical Director to the Governing Body.
 - D. Adopting bylaws for the orderly development and management of the Center.

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- E. Assuring that the quality of care is evaluated and identified problems are addressed.
- F. Evaluate medication management system for risk points and identify areas to improve safety.
- G. Reviewing all legal and ethical matters relating to the Center or its staff. Respond appropriately to these matters when necessary.
- H. Maintaining effective communication throughout the Center. This includes ensuring a linkage between quality management and improvement activities, safety management, patient safety plan, and other management functions of the Center.
- I. Establishing a system of financial management and accountability.
- J. Determining a policy on the rights and responsibilities of patients.
- K. Establishing personnel policies and practices, which adequately support sound patient care.
 - 1. Only practitioners will be employed with qualifications commensurate with a job's responsibilities and authority, including appropriate licensure and certification.
 - 2. An employee shall be determined to be physically able to perform duties. Reasonable precautions shall be taken to assure the absence of detectable active communicable disease.
 - 3. A letter of reference is required for employment at the Center.
- L. Approving all major contracts or arrangements affecting the Medical care provided at the center. These include, but are not limited to, the following:
 - 1. The anesthesia services will be provided by WellSpan Anesthesia Services. (See Anesthesia Manual.)
 - 2. The employment of practitioners for contractual arrangements with practitioners, and others, providing direct care.

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3. The provision of all treatment related services including radiology, pathology, medical laboratory and pharmaceutical services.
 4. The provision of care by other health care organizations, such as hospitals, relating to post-operative care.
 5. The provision of services delivered by the after-hours telephone patient information services.
- M. Formulation of long-range plans in accordance with the mission, goals and objectives of the Center.
- N. Assuring that all marketing and advertising concerning the Center does not imply that it provides care or services that is not capable of providing.
- O. Developing a program of risk management.
- P. Ensuring that continuing education of employees is provided consistent with their responsibilities and duties at the Center.
- Q. Developing policies and procedures to comply with the Occupational Safety and Health Administration (OSHA) rules on Occupational Exposure to Bloodborne Pathogens (29 CFR Part 1910.1030).
- R. Assuring that the Center fulfills its obligations under the Americans with Disabilities Act of 1990 (42 U.S.C.A. §§ 12101 – 12213), civil rights and OSHA regulations.
- S. Operating the Center's facilities and environment in a safe manner.
- T. Ensuring conformance to applicable Federal, State and municipal law.
- U. Providing for the disclosure to the appropriate health systems agency information that the health systems agency is required to collect.
- V. Assuring that at least one individual in the center is certified in advanced cardiac life support, when patients are present.

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- II. The Governing Body shall meet at least once annually and maintain minutes and other records to document the orderly conduct of the Center.
- III. The Center will operate without limitation of age, race, creed, color, sex, sexual preference, national origin, cultural beliefs, religion, handicap or disability.
- IV. If the Governing Body elects, appoints or employs officers and/or administrators to carry out its directives, the authority, responsibility and function of the position will be defined.
 - A. The Governing Body shall make (based on evidence of education, training and current competence of the practitioners) initial appointments, reappointments and assignments or curtailment of clinical privileges based on peer review as per the Medical Staff and Credentialing policy.
- V. The Center shall make available to the public and the Pennsylvania Department of Health upon request the Center's current reimbursement under Blue Shield, Blue Cross, Medical Assistance, Medicare and other third party insurers or payers, as well as the average charge for a service to non-insured private pay patients.
- VI. The Governing Body will appoint a Medical Director who is board certified by an American Board of Medical Specialties recognized board.
 - A. The Governing Body may appoint an interim director during the period of time between the departure of a director and the selection of a new director.
 - B. The Interim Director shall be a physician who is able to demonstrate qualifications acceptable to the medical staff of the Center.
 - C. If the Interim Director is not board certified, the governing body will specify the maximum period of time for which the interim director may serve.
- VII. Members of the Governing Body will maintain active membership status indefinitely. Only upon resignation or agreement of all Governing Body members, will this term expire.