

Madison County Health Care System

Administrative Responsibility

Purpose: Guidelines for 24 hour Administrative Responsibility, administrative authority in absence of CEO, and chain of command for Madison County Health Care System

Policy:

1. The organizational chart outlines administrative chain of command and authority.
2. All departments are under the direction of and authority of the Board of Directors. The CEO reports directly to the Board of Directors. The Chief Financial officer, Chief Clinical officer, Chief Information officer, and the Human Resources Director report directly to the CEO, and are referred to as the Senior Team. Department managers report to their respective Senior Team member. Staff members report to department managers.
3. The CEO is available either in person or via telephone during business and off hours. The CEO is provided with a cell phone for business use.
4. The other senior team members are available in person or via telephone during business and off hours.
5. The senior team members share responsibility for 24 hour administrative call in the absence of the CEO.
6. Cell and home phone numbers are available from the executive assistant, department managers, and are posted in the departments.

New: 6/2003, 12/04, 1/2017

Dept: SOP