***[HOSPITAL NAME]***

**ADMINISTRATIVE POLICY**

CATEGORY: Risk Management **CODE: D-1**

SUBJECT: Insurance Policy **EFFECTIVE:**

**COORDINATOR: Chief Executive Officer**

As required in order to be good stewards of the assets that comprise the healthcare facilities, [HOSPITAL NAME] should ensure that proper insurance coverage is maintained for the purpose of covering any loss or damage that may occur in the normal course of business.

The hospital organization should maintain proper insurance to cover the following areas:

* Buildings
* Vehicles
* Accidental Death & Dismemberment
* Professional Liability
* Health insurance for eligible employees (this can be arranged through a self-insured plan or outside service)

Optional coverage:

* Earthquake/flood
* Volunteer insurance (required if utilizing volunteers)

Medical mal-practice should be arranged through the Seventh Day Adventist Risk Management or any approved organization by the church and coordinated with the local Union Mission or Conference.

Other insurances should be arranged locally as seen fit by the administration. Coverage should be adequate to replace the asset if necessary.

APPROVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_