

**MEDICAL STAFF
RULES AND REGULATIONS**

**ST. FRANCIS HOSPITAL
LITCHFIELD, ILLINOIS**

Hospital Sisters Health System

ARTICLE I

DEFINITIONS

Except as specifically defined below, the definitions that apply to the terms used in these Rules and Regulations are set forth in the Medical Staff Bylaws and/or Credentials Policy:

- (a) “Ambulatory Care” means non-emergency health care services provided to patients without hospitalization, including, but not limited to, day surgeries (with or without general anesthesia), blood transfusions, and I.V. therapy.
- (b) “Attending Physician” means the patient’s primary treating physician or his or her designee(s), who shall be responsible for directing and supervising the patient’s overall medical care, for completing or arranging for the completion of the medical history and physical examination after the patient is admitted or before surgery (except in emergencies), for the prompt completion and accuracy of the medical record, for necessary special instructions, and for transmitting information regarding the patient’s status to the patient, the referring practitioner, if any, and the patient’s family.
- (c) “Practitioner” means, unless otherwise expressly limited, any appropriately credentialed physician, resident, dentist, oral surgeon, podiatrist, or allied health professional, acting within his or her clinical privileges or scope of practice.
- (d) “Responsible Practitioner” means any practitioner who is actively involved in the care of a patient at any point during the patient’s treatment at the Hospital and who has the responsibilities outlined in these Medical Staff Rules and Regulations. These responsibilities include complete and legible medical record entries related to the specific care/services he or she provides.

4.1. Orders for Drugs and Biologicals:

- (a) Inpatient orders for drugs and biologicals may only be ordered by Medical Staff members and other authorized individuals with clinical privileges at the Hospital.

All orders for medications and biologicals will be dated, timed and authenticated by the responsible practitioner, with the exception of influenza and pneumococcal vaccines, which may be administered per Hospital policy after an assessment for contraindications. Verbal or telephone orders will only be used in accordance with these Rules and Regulations and other Hospital policies.

4.2. Inpatient orders for Radiology and Diagnostic Imaging Services:

- (a) Radiology and diagnostic imaging services may only be provided on the order of an individual who has been granted privileges to order the services by the Hospital, or, consistent with state law, other practitioners authorized by the Medical Staff and governing body to order services.
- (b) Orders for radiology services and diagnostic imaging services must include: (i) the patient's name; (ii) the name of the ordering individual; (iii) the radiological or diagnostic imaging procedure orders; and (iv) the reason for the procedure.

4.3. Orders for Outpatient Services:

- (a) Outpatient orders for physical therapy, rehabilitation services and treatments, laboratory, imaging, or other diagnostic services and administration of medications or biologics may be performed when ordered by providers who do not currently have clinical privileges and are not affiliated with the Hospital in accordance with Medical Staff policy. Refer to Hospital policy on Non-Staff Provider Approved Orders.
- (b) Orders for outpatient services must be submitted on a prescription pad, letterhead, or an electronic order form and include: (i) the patient's name; (ii) the name and signature of the ordering individual; and (iii) the type, frequency, and duration of the service, as applicable.

ADOPTION

These Rules and Regulations are adopted and made effective upon approval of the Board, superseding and replacing any and all other bylaws, rules and regulations, policies, manuals of the Medical Staff, or the Hospital policies pertaining to the subject matter thereof.

Originally adopted by the Medical Staff:	
Originally approved by the Board:	
Revisions adopted by the Medical Staff:	06/13/2025
Revisions approved by the Board:	06/26/2025