

HACKETTSTOWN REGIONAL MEDICAL CENTER

Administrative Policy & Procedure

Business Cards

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Effective Date: June 1993

Policy No: MM01

Cross Referenced:

Origin: Materials Management

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Authority: Chief Financial Officer

Revised Date:

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PURPOSE:

To provide business cards for managers and other personnel who meet the public on a regular basis.

POLICY:

Business cards will be provided for leadership and selected personnel. The standard hospital business card format will be used with no exception.

PROCEDURE:

- A. All business cards will be ordered through the Materials Management office and will conform to the hospital's standards.
- B. Business cards for staff personnel require approval by the director of the respective area.