

SOM- Department of Obstetrics and Gynecology	TITLE: Annual Checklist	Policy: GR004
Department Guideline	Date: October 12, 2005	Rev. 0
Approvals:		
Chairman/Date	Dept. Manager/Date	

### Annual Checklist

- Employee has been informed about policy relating to sexual Harassment (HR007)
- Employee understands reporting policy for outside professional activity (LR001 & LR002)
- Employee understands policy regarding the acceptance of gifts (LR003 & LR005)
- Employee understands policy regarding the open records act (LR007)
- Employee understands the procedure for handling public relations issues (PR001)
- Employee understands the requirements and importance of HIPAA compliance (GR001)
- Employee has been given direction on accessing online policies and procedures ([www.mcg.edu/Policies/Index.html](http://www.mcg.edu/Policies/Index.html))

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date