

# Michiana Endoscopy Center

TITLE: Universal Precautions and Patients' Rights

CATEGORY: Infection Control

Health care facilities providing services in which there is a risk of skin, eye, mucous membrane, or parenteral contact to human blood or potentially infectious materials must practice universal precautions.

Universal Precautions means the prevention of disease transmission through the use of infection control practices with all patients.

This office complies with the infection control practices required by the Indiana State Department of Health (ISDH), which were adopted by Indiana law, Indiana Occupational Safety and Health Administration (IOSHA) standards and Centers for Disease Control and Prevention (CDC) recommendations. The following infection control practices include, but are not limited to, those required by the Universal Precautions Rule and are used to prevent transmission of bloodborne pathogens to patients and treating staff:

- Appropriate use of protective barriers, including gloves for hand contact, masks, gowns, laboratory coats, and protective eyewear or face shields are used for procedures having the potential of creating a spray or splatter of blood or other potentially infectious materials.
- Gloves, when required, are changed and hands are washed after each patient.
- Heat stable, non disposable instruments requiring sterilization that are contaminated with blood or other potentially infectious materials are heat sterilized after treatment of each patient.
- Precautions are taken to prevent injuries caused by needles, scalpels, and other contaminated sharp instruments during procedures.
- Disposable contaminated sharps, needles, syringes, and other contaminated sharp objects are discarded in puncture-resistant containers.
- Surfaces and equipment contaminated with blood or other potentially infectious materials that need not be sterilized are cleaned and disinfected after treatment of each patient. Disposable covering may be used on some surfaces to prevent contamination.
- Infectious waste is placed in containers labeled with the biohazard symbol, impervious to moisture and of sufficient strength to prevent expulsion.
- Containers of infectious waste are stored in a secure area prior to treatment and final disposal.
- Patient care staff receive training on infection control.

The infection control procedures listed and others that are not readily observable protect you from disease transmission. Indiana law requires that health care facilities be committed to appropriate use of Universal Precautions. Any deviation from this commitment should be brought to the attention of the doctor or staff member. If you are not satisfied with the explanation of universal precautions provided by this facility, you may file an official complaint with the Indiana State Department of Health by writing to the following address:

Indiana State Department of Health  
C/o Universal Precautions Coordinator  
1330 West Michigan Street  
P.O. Box 1964  
Indianapolis, IN 46206-1964  
(317) 383-6825

## **MICHIANA ENDOSCOPY CENTER PATIENT RIGHTS**

1. To receive treatment without discrimination as to race, color, religion, sex, national origin, disability, or source of payment.
2. To receive considerate and respectful care in a clean and safe environment free of unnecessary restraints.
3. To understand the indications for the procedure.
4. To receive all the information they need to give informed consent for any procedure, including the possible risks and benefits of the procedure.
5. To receive complete information about their diagnosis, planned treatment and prognosis. When it is medically inadvisable to give such information to a patient, the information will be provided to a person designated by the patient or to a legally authorized person.
6. To participate in all decisions involving health care, except when such participation is contraindicated for medical reasons.
7. To provide privacy, confidentiality and integrity of all information and records regarding their care.
8. To approve or refuse the release of their medical records except when required by law.
9. To be aware of fees for services and the billing process.
10. To refuse treatment and be told what effect this may have on their health.
11. To complain without fear of reprisals about the care and service they are receiving.
12. To assure safe use of equipment by trained personnel.
13. To refuse to participate in experimental research.
14. To change primary or specialty physicians if they choose to do so, or if other qualified physicians are available.
15. To be assured that in the event of needed long term care, this organization will provide the mechanisms to help advance the development of continuing quality care for those patients who require it.
16. To receive treatment from physicians who maintain credentialing standards.

## **MICHIANA ENDOSCOPY CENTER PATIENT RESPONSIBILITIES**

1. The patient has the responsibility to provide accurate and complete information concerning his/her present complaints, past illnesses and hospitalizations and other matters relating to his/her health.
2. The patient is responsible for reporting perceived risks in their care and unexpected changes in their condition to their responsible practitioner.
3. The patient is responsible for making it known whether he/she clearly comprehends the course of his/her medical treatment and what is expected of him/her.
4. The patient is responsible for following the treatment plan established by his/her physician, including the instruction of nurses and other health professionals as they carry out the physician's orders.
5. The patient is responsible for keeping appointments and for notifying the facility or physician when he/she is unable to do so.
6. The patient is responsible for his/her actions should he/she refuse treatment or not follow his/her physician's orders.
7. The patient is responsible for assuring that the financial obligations of his/her facility care are fulfilled as promptly as possible.
8. The patient is responsible for following facility policies and procedures.
9. The patient is responsible for being considerate of the rights of other patients and facility personnel.
10. The patient is responsible for being respectful of his/her personal property and that of other persons in the facility.