

Good Samaritan Health & Wellness Center
Policies and Procedures

Subject: Work or School Excuses

Policy #: 5.14

Prepared by:

Revision #:

Approved by: Board of Directors

Effective Date: 7/24/2015

5.14 Work or School Excuses

OBJECTIVE:

To expedite request for and to ensure appropriate dispensing of school and work excuses.

PROCESS/PROCEDURE:

Either front or nursing staff may dispense school and/or work excuses in the following circumstances:

1. To the patient for the date of the appointment.
2. To the parent or guardian who accompanied the minor patient to the appointment.
3. To the patient or parent for any specified dates listed in the chart.
4. Use Clinic Excuse Form. (Attached)

Excuses will not be generated for any other circumstance without the approval of the provider.



Good Samaritan

HEALTH & WELLNESS CENTER

Restoring Health. Saving Lives.

PO Box 579
Jasper, GA 30143
706-253-HOPE

Date _____

Regarding _____

To Whom It May Concern:

This certifies that the person named above was seen at Good Samaritan Health and Wellness Center today and may return to work or school.

Sincerely,

Signature and Title of Good Samaritan Representative

Vision Statement

May we have the eyes to see those who are rendered invisible and
excluded,
open arms and hearts to reach out and include them,
healing hands to touch their lives with love,
and, as we do these things, may we ourselves be renewed.