The purpose of this memorandum is to establish a policy for numbering, review and format for Medical School-wide policies. Policies which are considered permanent in nature will be published as Medical School Policy Memorandums.

1. Responsibilities
   a. The Dean will approve all numbered Medical School-wide policies.
   b. Appropriate Dean and/or Director can approve all internal published Department policies.

2. Procedures
   a. All Policy Memorandums will be maintained in a current status at all times.
   b. All Policy Memorandums will be prepared in the same format as this Memorandum. An electronic format is available from the Dean’s Office.
   c. The number scheme of the Policy Memorandums will be maintained and assigned by the Dean’s Office.
   d. If a Policy Memorandum is three years old, it will automatically be due for review and republication.
   e. If a policy memorandum should be completely deleted, a memorandum signed by the appropriate Director and/or Dean should be sent to the Dean’s Office requesting deletion of the policy.

PREPARED BY: BUSINESS OFFICE

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DEAN AND PROFESSOR OF MEDICINE