

**COUNTY BOARD OF HEALTH  
POLICY # GC-09004  
RISK MANAGEMENT POLICY AND PROCEDURES**

Approval:		7/31/2020
	District Health Director	Date



**Public Health**  
Prevent Promote Protect

**1.0 PURPOSE**

The purpose of this policy is to set forth procedures for responding to and reporting, in a timely manner, any event which might pose a risk of liability to the County Board of Health.

**2.0 AUTHORITY**

The County Board of Health Risk Management Policy is published under the authority of the County Board of Health (CBOH) and in compliance with the following Official Code of Georgia Annotated (OCGA), Sections:

- 2.1 O.C.G.A. Section § 50-21-20, *et seq.*,
- 2.2 O.C.G.A. Section § 45-9-1,
- 2.3 O.C.G.A. Section § 50-16-8,
- 2.4 O.C.G.A. Section § 50-5-51(6),

**3.0 SCOPE**

This policy applies to all CBOH programs, contractors, and subcontractors that receive or benefit from CBOH funding and providers serving individuals under other forms of agreement within the CBOH.

**4.0 POLICY**

4.1 It is the responsibility of every CBOH employee, volunteer, and assignees to immediately notify the proper CBOH official upon learning of any actual or suspected loss, injury, damage, theft, etc. including but not limited to:

- 4.1.1 damage to property owned or leased by the state or county,

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4.1.2 injury to any person while on state or county property,

4.1.3 injury, damage, or theft as a result of the actions of a CBOH employee, volunteer, or assignee,

4.1.4 CBOH employee injured while on official state or county business.

## 5.0 DEFINITIONS

5.1 **CBOH or Department** – County Board of Health

5.2 **DOAS** – Department of Administrative Services

5.3 **HR** – Human Resources

5.4 **Loss** - Any damage to or loss of property owned or leased by the CBOH, or any event that might give rise to a claim against the CBOH. By way of illustration, these are examples of actual or potential losses:

5.4.1 A CBOH employee or visitor is hurt after falling on CBOH leased or owned premises;

5.4.2 A person claims that the CBOH improperly released personal health information (PHI) to a third party;

5.4.3 An audit reveals that CBOH checks were made out to a fictitious vendor;

5.4.4 A CBOH employee driving a leased and/or owned automobile on state or county official business is involved in a collision;

5.4.5 A computer shorts out as a result of water dripping from a leak;

5.4.6 A letter is received from a patient claiming that a CBOH employee or volunteer committed malpractice.

5.5 **Loss due to theft or dishonesty** - Any theft of property owned or leased by CBOH, including the loss of property or funds through fraud or misrepresentation.

5.6 **PHI** – Personal Health Information

## 6.0 RESPONSIBILITIES

6.1 HR is responsible for issuing and updating procedures to implement this policy.

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## 7.0 PROCEDURES

- 7.1** CBOH, upon initial notification of a loss, shall notify the Department of Administrative Services and the Department of Audits and provide whatever information, documents, or proofs of claim are required in order to establish a claim.
- 7.2** District Health Director should be notified if the CBOH employee receives a claim, notice, demand, threat, *ante litem* notice letter, or lawsuit which makes reference to CBOH or to any person acting on behalf of CBOH. District Health Director will notify the legal counsel as necessary.
- 7.3** District Health Director should be notified if the CBOH employee finds or suspects that there may be a loss due to theft or dishonesty. If a theft, the appropriate law enforcement authority should be notified immediately and a report filed. District Health Director will notify the legal counsel as necessary.
- 7.4** Vehicle Accident Reporting for County Owned or Lease Vehicles:  
  
When a collision occurs, the vehicle driver must report it immediately to the local law enforcement agency, supervisor and designated insurance coordinator.
- 7.5** CALLS SHOULD BE MADE AS SOON AS POSSIBLE AFTER THE COLLISION OR PASSENGER INJURY. Please refer to the vehicle's Auto Liability Insurance Identification Card for the reporting information.
- 7.6** Written notification of a vehicle accident must be made to the designated insurance coordinator.

## 8.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	April 12, 2016	Initial Issue
	September 11, 2018	Annual Review
1	June 10, 2020	Annual Review and Revision 6.0, 7.2, 7.3

## 9.0 RELATED FORMS

*None*