PolicyStat Id	Title	Approval Flow	Area	Owner	Last Approved	Origination	Effective Date	Last Revised	Default Expiration Period	Next Review	Has Attachments	Restricted	Summary of Changes
17083796	340B Purchasing and Inventory Policy	Clinical	Clinical	Smith, Robert: Director of Nursing	N/A	4/1/2013	Upon approval	6/2/2026	730 days	12/6/2024	No	Public	Updated BCPH
18987930	Abbreviations List	Clinical	Clinical	Smith, Robert: Director of Nursing	N/A	12/11/2023	Upon approval	6/2/2026	1095 days	12/11/2026	No	Public	Removed "NSB (Nutrition Services Branch)" and replaced it with "CNSS (Community Nutrition Services Section)"
19274252	Administration of FDA-Approved Medications for "Off-Label" Use	Clinical	Clinical	Berry, Lora: Public Health Nurse III	N/A	N/A	Upon approval	N/A	1095 days	N/A	No	Public	Minor grammatical corrections
16848261	Basic Nutrition Assessment	Clinical	Clinical	Smith, Robert: Director of Nursing	N/A	5/1/2010	Upon approval	6/2/2026	730 days	11/30/2024	No	Public	Added Responsible Person
21006891	Basic Nutrition Assessment Policy	Administration	WIC	Burnette, Amy: Admin Assistant III	N/A	5/1/2010	Upon approval	9/11/2023	1065 days	8/11/2026	No	Public	No Comment Provided
17083785	Birth Control Follow up for Prenatal Clients Policy	Clinical	Clinical	Smith, Robert: Director of Nursing	N/A	3/1/2005	Upon approval	6/2/2026	730 days	12/6/2024	No	Public	Updated BCPH naming convention
17011320	Birth Control Follow up for Prenatal Clients Procedures	Clinical	Clinical	Smith, Robert: Director of Nursing	N/A	3/1/2005	Upon approval	6/2/2026	730 days	11/30/2024	No	Public	Updated BCPH naming convention
17473474	Burke County Public Health Tuberculosis Policy	Clinical	Clinical	Smith, Robert: Director of Nursing	N/A	2/20/2024	Upon approval	6/2/2026	1095 days	2/19/2027	No	Public	Updated BCPH naming convention
21006921	Burke Policy EH Water Samples	Administration	Environmental Health	Burnette, Amy: Admin Assistant III	N/A	6/2/2016	Upon approval	7/9/2026	1095 days	9/7/2026	No	Public	Changed Health Department to Public Health
19083133	Chemical Hygiene Plan	Lab	Lab	Smith, Robert: Director of Nursing	N/A	6/13/2011	Upon approval	6/2/2026	1095 days	10/3/2025	No	Public	Updated approval process, removed "ventilation system in lab" and "fire extinguisher in the lab" from policy. Will be addressed in upcoming remodel.
20152952	Child Abuse and Neglect Policy and Reporting of Juvenile Crime Victims to Law Enforcement	Administration	Clinical	Berry, Lora: Public Health Nurse III	N/A	N/A	Upon approval	N/A	365 days	N/A	Yes	Public	No Comment Provided
15633104	Child Health History and Physical Assessment Policy	Clinical	Clinical	Berry, Lora: Public Health Nurse III	N/A	9/7/2011	Upon approval	6/2/2026	1095 days	2/9/2023	No	Public	Updated policy
20084689	Child Health Risk Assessment Policy	Clinical	Clinical	Berry, Lora: Public Health Nurse III	N/A	N/A	Upon approval	N/A	1095 days	N/A	No	Public	No Comment Provided
18313614	Child Health Vision System Exam and Screening Policy	Clinical	Clinical	Berry, Lora: Public Health Nurse III	N/A	1/23/2024	Upon approval	6/2/2026	365 days	6/4/2028	No	Public	Updated format
15633103	Cleaning of Clinic Area, Medical Instruments and Equipment	Clinical	Lab	Berry, Karen: Medical Lab Technologist III	N/A	5/1/2008	Upon approval	6/2/2026	1095 days	11/20/2022	No	Public	Updated BCPH naming convention
17881167	CLIA Certificate #34D0865328 (Limited Public Health Testing)	Clinical	Lab	Smith, Robert: Director of Nursing	N/A	1/28/2022	Upon approval	6/2/2026	1095 days	1/27/2025	No	Public	Added Dr. Hamm
19123775	CLIA Reference Numbers	Lab	Administration	Burnette, Amy: Admin Assistant III	N/A	5/19/2021	Upon approval	6/2/2026	1095 days	10/4/2025	Yes	Public	Changed Health Department to Public Health, updated contact expiration dates and certificate of accreditation.
19231127	Clinic Lead Nurses and Supervisors	Lab	Lab	Smith, Robert: Director of Nursing	N/A	4/18/2019	Upon approval	6/2/2026	1095 days	11/7/2025	No	Public	Changed Health Department to Public Health.
19089119	Collection, Receiving, Transporting, and Handling of Laboratory Specimens Policy	Lab	Lab	Smith, Robert: Director of Nursing	N/A	5/17/2014	Upon approval	6/2/2026	1095 days	10/9/2025	No	Public	Changed BCHD top BCPH.
21006892	Community Engagement in Public Health Policy	Administration	Administration	Burnette, Amy: Admin Assistant III	N/A	6/1/2022	Upon approval	7/9/2026	730 days	7/29/2026	No	Public	Changed Health Department to Public Health
19047547	Competency Assessment	Lab	Lab	Smith, Robert: Director of Nursing	N/A	5/23/2014	Upon approval	6/2/2026	1095 days	10/4/2025	No	Public	Updated BCPH name
20156614	Confidentiality of Minors Policy	Clinical	Clinical	Berry, Lora: Public Health Nurse III	N/A	N/A	Upon approval	N/A	1095 days	N/A	No	Public	No Comment Provided
19370570	Conflict of Interest Policy	Administration	Administration	Burnette, Amy: Admin Assistant III	N/A	12/1/2017	Upon approval	6/2/2026	1095 days	11/30/2025	Yes	Public	Changed Health Department to Public Health
19364471	Consumer Complaint Policy	Administration	Administration	Burnette, Amy: Admin Assistant III	N/A	12/1/2017	Upon approval	6/2/2026	1095 days	11/30/2025	Yes	Public	Changed Health Department to Public Health.
19047649	Continuing Education	Lab	Lab	Smith, Robert: Director of Nursing	N/A	5/23/2014	Upon approval	6/2/2026	1095 days	10/4/2025	No	Public	Changed Health Department to Public Health.
19067627	Corrected Report Policy	Lab	Lab	Smith, Robert: Director of Nursing	N/A	5/23/2014	Upon approval	6/2/2026	1095 days	10/5/2025	No	Public	Changed Burke County Health Department to Burke County Public Health.
19080665	Critical (Alert) Values Policy	Lab	Lab	Smith, Robert: Director of Nursing	N/A	5/23/2014	Upon approval	6/2/2026	730 days	10/10/2025	No	Public	Changed NP to APP
21006893	Cultural Diversity and Sensitivity Policy	Administration	Administration	Burnette, Amy: Admin Assistant III	N/A	6/1/2022	Upon approval	7/9/2026	730 days	7/29/2026	No	Public	Changed Health Department to Public Health
19111655	Customer Satisfaction Procedures	Administration	Administration	Burnette, Amy: Admin Assistant III	N/A	12/1/2015	Upon approval	6/2/2026	1065 days	10/31/2025	No	Public	Removed the sentence stating we have a suggestion comment box available in the lobby and replaced it with letter B.
21006897	Delegation of Duties to the Health Director Policy	Administration	Administration	Burnette, Amy: Admin Assistant III	N/A	6/1/2022	Upon approval	6/1/2022	730 days	7/29/2026	No	Public	No Comment Provided
18356639	Documentation Policy	Clinical	Clinical	Berry, Lora: Public Health Nurse III	N/A	11/1/2012	Upon approval	6/2/2026	1095 days	11/18/2027	No	Public	Updated policy
19080801	Electronic Lab Test Results Policy	Lab	Lab	Smith, Robert: Director of Nursing	N/A	5/27/2014	Upon approval	6/2/2026	1095 days	10/6/2025	No	Public	Updated approval workflow, changed BCHD to BCPH.
18749941	Electronic Records and Imaging Policy	Administration	Administration	Burnette, Amy: Admin Assistant III	N/A	8/3/2022	Upon approval	6/2/2026	1095 days	8/2/2025	No	Public	Changed to BCPH and removed CureMD, replacing with EMR.
15633588	Emergency Contraception	Clinical	Family Planning Clinic Standing Orders	Smith, Robert: Director of Nursing	N/A	7/1/2023	Upon approval	6/30/2026	365 days	6/30/2024	No	Public	grammar correction
16970956	Environmental Health Child Care Policy	Environmental Health	Environmental Health	Jarrett, Ashley: Assistant Health Director	N/A	6/26/2016	Upon approval	10/5/2022	1095 days	10/4/2024	No	Public	No Comment Provided
16970933	Environmental Health Childhood Lead Poisoning Prevention Policy	Environmental Health	Environmental Health	Jarrett, Ashley: Assistant Health Director	N/A	6/26/2016	Upon approval	10/5/2022	1095 days	10/4/2024	No	Public	No Comment Provided
16970950	Environmental Health Childhood Lead Poisoning Prevention Procedures	Environmental Health	Environmental Health	Jarrett, Ashley: Assistant Health Director	N/A	6/26/2016	Upon approval	10/5/2022	1095 days	10/4/2024	No	Public	No Comment Provided
16970888	Environmental Health Complaint Policy	Environmental Health	Environmental Health	Jarrett, Ashley: Assistant Health Director	N/A	6/26/2016	Upon approval	6/2/2026	1095 days	10/4/2024	No	Public	Change Burke county health department to Burke County Public Health
16971017	Environmental Health Food Lodging Policy	Environmental Health	Environmental Health	Jarrett, Ashley: Assistant Health Director	N/A	6/26/2016	Upon approval	10/5/2022	1095 days	10/4/2024	No	Public	No Comment Provided
16971000	Environmental Health IP Denial Policy	Environmental Health	Environmental Health	Jarrett, Ashley: Assistant Health Director	N/A	6/26/2016	Upon approval	6/2/2026	1095 days	10/4/2024	No	Public	Review date adjusted to 3 years and expansion on policy IF a Burke County EHS cannot issue a suitable permit.
16971011	Environmental Health Notice of Violation Policy	Environmental Health	Environmental Health	Jarrett, Ashley: Assistant Health Director	N/A	6/26/2016	Upon approval	10/5/2022	1095 days	10/4/2024	No	Public	No Comment Provided
16970963	Environmental Health Onsite Wastewater Policy	Environmental Health	Environmental Health	Jarrett, Ashley: Assistant Health Director	N/A	6/26/2016	Upon approval	7/21/2026	1095 days	10/4/2024	No	Public	Rule are now 15A NCAC 18E
16971007	Environmental Health Site Evaluation and Protocol Policy	Environmental Health	Environmental Health	Jarrett, Ashley: Assistant Health Director	N/A	6/26/2016	Upon approval	10/5/2022	1095 days	10/4/2024	No	Public	No Comment Provided
16970942	Environmental Health Swimming Pool Policy	Environmental Health	Environmental Health	Jarrett, Ashley: Assistant Health Director	N/A	6/26/2016	Upon approval	10/5/2022	1095 days	10/4/2024	No	Public	No Comment Provided
16971021	Environmental Health Water Samples Policy	Environmental Health	Environmental Health	Jarrett, Ashley: Assistant Health Director	N/A	6/26/2016	Upon approval	10/5/2022	1095 days	10/4/2024	No	Public	No Comment Provided
19067378	General Provisions and Administration Overview of Policy Manual	Lab	Lab	Smith, Robert: Director of Nursing	N/A	5/23/2014	Upon approval	6/2/2026	730 days	10/4/2025	No	Public	Added BCPH to laboratory
18755290	Health Department Code of Conduct	Administration	Administration	Huffman, Lisa: Administrative Officer II	N/A	8/3/2022	Upon approval	6/2/2026	1095 days	8/2/2025	Yes	Public	No changes
17076748	Hepatitis B Screening for Infants Born to Hepatitis B Virus (HBsAg) Positive Mother	Clinical	Child Health Standing Orders	Smith, Robert: Director of Nursing	N/A	N/A	Upon approval	N/A	365 days	N/A	No	Public	Name change.
19741213	Immunization Management and Delivery Policy	Clinical	Clinical	Berry, Lora: Public Health Nurse III	N/A	N/A	Upon approval	N/A	1095 days	N/A	No	Public	No Comment Provided
17881155	Infection Control Policy	Clinical	Clinical	Smith, Robert: Director of Nursing	N/A	8/4/2010	Upon approval	6/2/2026	730 days	4/4/2025	Yes	Public	Scheduled review, changed BCHD to BCPH.
19749795	Infectious Disease Protocol, Guidelines, and Surveillance Policy	Clinical	Clinical	Smith, Robert: Director of Nursing	N/A	5/1/2009	Upon approval	1/23/2026	730 days	1/23/2028	No	Public	No Comment Provided
20153247	Key Service Definitions	Clinical	Clinical	Smith, Robert: Director of Nursing	N/A	2/1/2011	Upon approval	2/1/2011	730 days	4/2/2026	No	Public	No Comment Provided
19081060	Lab Requisition Flow	Lab	Lab	Smith, Robert: Director of Nursing	N/A	5/23/2014	Upon approval	6/2/2026	1095 days	10/8/2025	No	Public	Changed BCHD to BCPH.
19083229	Maintenance Schedule	Lab	Lab	Smith, Robert: Director of Nursing	N/A	5/23/2014	Upon approval	6/2/2026	1095 days	10/5/2025	No	Public	Changed Burke County Health Department to Burke County Public Health.
17673301	Maternity Clinic Policy	Clinical	Clinical	Berry, Lora: Public Health Nurse III	N/A	8/6/2024	Upon approval	6/2/2026	1095 days	8/6/2027	No	Public	Updated BCHD to BCPH (Burke County Public Health)
21006895	Media and Communications Policy	Administration	Administration	Burnette, Amy: Admin Assistant III	N/A	6/1/2022	Upon approval	7/9/2026	730 days	7/29/2026	No	Public	Changed Burke County Health Department to Burke County Public Health
19741218	Monitoring and Follow up of Immunization Services Policy	Clinical	Clinical	Berry, Lora: Public Health Nurse III	N/A	N/A	Upon approval	N/A	1095 days	N/A	No	Public	No Comment Provided
19067760	New Laboratory Personnel Orientation	Lab	Lab	Smith, Robert: Director of Nursing	N/A	10/6/2022	Upon approval	6/2/2026	1095 days	10/5/2025	No	Public	Updated BCPH
19047669	New Test Kits / Methods	Lab	Lab	Smith, Robert: Director of Nursing	N/A	5/23/2014	Upon approval	6/2/2026	1095 days	10/4/2025	No	Public	Changed Health Department to Public Health
20928066	Non Discrimination Policy	Administration	Administration	Burnette, Amy: Admin Assistant III	N/A	6/1/2022	Upon approval	6/30/2026	730 days	4/30/2026	No	Public	Added nondiscrimination law pdf and outlined nondiscrimination according to law language.
19835899	Non Stress Test (NST) Policy	Clinical	Clinical	Smith, Robert: Director of Nursing	N/A	6/7/2023	Upon approval	3/5/2024	730 days	3/5/2026	Yes	Public	No Comment Provided

20734016	Non Stress Test (NST) Procedure	Clinical	Clinical	Smith, Robert: Director of Nursing	N/A	6/7/2022	Upon approval	6/7/2022	730 days	7/22/2026	No	Public	No Comment Provided
19370488	Normal and Panic Lab Values	Clinical	Lab	Smith, Robert: Director of Nursing	N/A	11/10/2022	Upon approval	6/2/2026	1095 days	11/9/2025	No	Public	Updated Glucose 3-hour GTT
19272632	North Carolina Contract County Health Departments	Lab	Lab	Smith, Robert: Director of Nursing	N/A	9/9/1993	Upon approval	8/3/2022	1095 days	11/9/2025	Yes	Public	No Comment Provided
19089237	Observing Public Health Laws, Rules and Regulations	Administration	Administration	Burnette, Amy: Admin Assistant III	N/A	10/5/2022	Upon approval	6/2/2026	1095 days	10/4/2025	No	Public	Changed BCHD to BCPH
19067363	Packaging and Shipping Policy	Lab	Lab	Smith, Robert: Director of Nursing	N/A	5/27/2014	Upon approval	6/2/2026	730 days	10/4/2025	No	Public	Training 2 d. spelling of employ made to employee
17076875	Pap Smear Screening	Clinical	Family Planning Clinic Standing Orders	Smith, Robert: Director of Nursing	N/A	7/1/2023	Upon approval	7/7/2026	365 days	7/22/2025	No	Public	Updated dead links to NCDHHS
19067455	Patient Records Management	Lab	Lab	Smith, Robert: Director of Nursing	N/A	5/23/2014	Upon approval	6/2/2026	1095 days	10/4/2025	No	Public	Updated BCPH name
19089001	Phlebotomy Competency Plan	Lab	Lab	Smith, Robert: Director of Nursing	N/A	5/24/2014	Upon approval	6/2/2026	1095 days	10/10/2025	Yes	Public	Changed Cassie Baker to Lori Woodie
21006896	Policy on Policies Policy	Administration	Administration	Burnette, Amy: Admin Assistant III	N/A	6/1/2022	Upon approval	7/9/2026	730 days	7/29/2026	No	Public	Changed Health Department to Public Health
20153316	Practice Requirements for STI Clinic	Clinical	Clinical	Smith, Robert: Director of Nursing	N/A	6/1/2013	Upon approval	6/2/2026	730 days	4/2/2026	No	Public	Replaced Health Department with Public Health.
15642148	Pregnancy Testing	Clinical	General Clinic Standing Orders	Smith, Robert: Director of Nursing	N/A	7/1/2023	Upon approval	6/2/2026	365 days	6/30/2024	No	Public	Name change.
19067658	Proficiency Testing Policy	Lab	Lab	Smith, Robert: Director of Nursing	N/A	5/23/2014	Upon approval	10/6/2022	1095 days	10/5/2025	No	Public	No Comment Provided
15633106	Purchasing / Payable Policy and Procedures Manual	Administration	Administration	Jarrett, Ashley: Assistant Health Director	N/A	5/3/2019	Upon approval	5/28/2019	1095 days	5/27/2022	Yes	Public	No Comment Provided
19835838	Purchasing Policy	Administration	Administration	Burnette, Amy: Admin Assistant III	N/A	9/23/2018	Upon approval	6/2/2026	1095 days	1/31/2026	No	Public	Changed Health Department to Public Health
19067586	Quality Assessment Policy	Lab	Lab	Smith, Robert: Director of Nursing	N/A	5/23/2014	Upon approval	6/2/2026	1095 days	10/4/2025	No	Public	Updated BCPH name
19067396	Quality Control Policy	Lab	Lab	Smith, Robert: Director of Nursing	N/A	5/23/2014	Upon approval	6/2/2026	1095 days	10/4/2025	No	Public	Updated BCPH naming convention
16167539	Quality Improvement Policy	Administration	Administration	Jarrett, Ashley: Assistant Health Director	N/A	N/A	Upon approval	N/A	1095 days	N/A	No	Public	No Comment Provided
19272681	Referrals for Lab Tests (College, New Employees, Titers)	Clinical	General Clinic Standing Orders	Smith, Robert: Director of Nursing	N/A	7/1/2023	Upon approval	6/2/2026	365 days	11/18/2025	No	Public	Updated order
19360091	Reporting of Communicable Diseases and Use of the NC Electronic Disease Surveillance System	Clinical	Clinical	Berry, Lora: Public Health Nurse III	N/A	N/A	Upon approval	N/A	1095 days	N/A	No	Public	No Comment Provided
18373715	Separation of Duties	WIC	WIC	Jarrett, Ashley: Assistant Health Director	N/A	1/6/2017	Upon approval	6/2/2026	730 days	7/22/2026	No	Public	Added Procedure #4 to align with NC WIC Program Manual requirements.
19210182	Shared Clinical Decision -Making for Registered Nurses in Vaccination Decisions	Clinical	Clinical	Berry, Lora: Public Health Nurse III	N/A	N/A	Upon approval	N/A	1095 days	N/A	No	Public	No Comment Provided
20410177	Staff Suicide Training	Administration	Administration	ith, Miranda: Public Health Educator II/PIO	N/A	N/A	Upon approval	N/A	1095 days	N/A	No	Public	Added procedures are subject to change based of training guidance
20927878	Standard Purchasing Requirements	Administration	Administration	Jarrett, Ashley: Assistant Health Director	N/A	4/12/2023	Upon approval	4/12/2023	1095 days	4/11/2026	No	Public	No Comment Provided
19168256	STI Treatment and Control Measures Policy	Clinical	Clinical	Smith, Robert: Director of Nursing	N/A	6/1/2013	Upon approval	6/2/2026	730 days	4/2/2026	No	Public	Added update to procedure C. #7 "distribute condoms to high risk patients"
17749730	Test Menu	Clinical	Lab	Smith, Robert: Director of Nursing	N/A	1/28/2022	Upon approval	6/2/2026	1095 days	1/27/2025	Yes	Public	Updated
17125257	Test Systems Backup Plan 2024	Clinical	Lab	Smith, Robert: Director of Nursing	N/A	1/1/2022	Upon approval	6/2/2026	1095 days	12/31/2024	No	Public	Change Influenza testing from Consult Diagnostics to Cepheid.
21006894	Title VII of the Civil Rights Act of 1964 Policy on the Prohibition Against National Origin Discrimination as it Affects Person with Limited English Proficiency Policy	Administration	Administration	Burnette, Amy: Admin Assistant III	N/A	6/1/2022	Upon approval	7/9/2026	730 days	7/29/2026	No	Public	Changed Health Department to Public Health
18302344	Title X Staff Orientation and Training Policy	Administration	Clinical	Berry, Lora: Public Health Nurse III	N/A	7/22/2024	Upon approval	7/22/2024	365 days	7/22/2025	No	Public	No Comment Provided
19741221	Vaccine Storage and Handling Policy	Clinical	Clinical	Berry, Lora: Public Health Nurse III	N/A	N/A	Upon approval	N/A	1095 days	N/A	No	Public	No Comment Provided
15642151	Wet Prep Self Collection	Clinical	Family Planning Clinic Standing Orders	Smith, Robert: Director of Nursing	N/A	7/1/2023	Upon approval	6/30/2026	365 days	6/30/2024	No	Public	Name change.
18274733	WIC Immunization Screening Policy	WIC	WIC	Shuping, Kristi: WIC Director	N/A	6/1/2022	Upon approval	4/5/2023	730 days	4/4/2025	No	Public	No Comment Provided
18274755	WIC Program Accepting Vendor Applications Policy	WIC	WIC	Shuping, Kristi: WIC Director	N/A	6/1/2022	Upon approval	4/5/2023	730 days	4/4/2025	No	Public	No Comment Provided
18274746	WIC Program Breastfeeding Peer Counselor Program Service Delivery Model Policy	WIC	WIC	Shuping, Kristi: WIC Director	N/A	3/17/2010	Upon approval	6/2/2026	730 days	4/4/2025	No	Public	In Section III.a., added text messaging and email as approved ways contacts may be made.
18274781	WIC Program Consultation and Referral Support for WIC Staff	WIC	WIC	Shuping, Kristi: WIC Director	N/A	7/27/2010	Upon approval	6/2/2026	730 days	4/4/2025	No	Public	Added name of new staff, updated other staff member's name
18274704	WIC Program Texting/Digital Platform Policy	WIC	WIC	Shuping, Kristi: WIC Director	N/A	10/5/2022	Upon approval	10/5/2022	730 days	10/4/2024	No	Public	No Comment Provided