

Responsibilities of Management (ROM) Checklist

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| 1 | ROM 1 a | Is there an effective organogram prepared showing clear chain of command? |
| 2 | ROM 1 a | Is the organogram approved by the top management? |
| 3 | ROM 1 a | Are all departments and management levels accurately represented in the organogram? |
| 4 | ROM 1 a | Is all hierarchy and cross-reporting accurately depicted in the organogram? |
| 5 | ROM 1 b | Is the SHCO registered with appropriate authorities? |
| 6 | ROM 1 b | Does the SHCO have BMW Authorisation from state Pollution Control Board & Fire License ? |
| 7 | ROM 1 b | Does the SHCO have appropriate AERB Licenses & PNDT Licenses, if applicable? |
| 8 | ROM 1 b | Are all other statutory and legal compliances met and has the SHCO created and maintained a Legal Tracker as per Annexure? |
| 9 | ROM 1 c | Is a designated individual present to oversee the hospital wide safety program? If yes, then Provide Name, Designation & Privileges of the designated individual. |
| 10 | ROM 2 a | Are the vision and mission statements made public and displayed at the entrance lobby and all common waiting areas? |
| 11 | ROM 2 b | Is the leadership / Management guide the SHCO in ethical manner? |
| 12 | ROM 2 b | Are Yearly Audits of Organogram & Mission Statement conducted and are those audit records maintained? |
| 13 | ROM 2 c | Is a Disclosure of ownership of SHCO maintained? |
| 14 | ROM 2 d | Is a document showing accurate and ethical billing process maintained? |