

Green Apple Counseling

1500 10th Ave S. Ste 200 Great Falls MT, 59405 Phone: 406-866-0350

POLICY: POLICY AND PROCEDURE DISTRIBUTION

PURPOSE: To provide employees with the most current written policy and procedure manual that describes all services provided and protocols at Green Apple Counseling.

PROCEDURE:

- The Policy and Procedure Manual will be developed, implemented, and maintained at the facility.
- The Policy and Procedure manual will be reviewed annually by the administrator and medical director.
- When a change is made, notification will be sent via email to all staff or during staff meeting with the most recent changes.
 - Changes will be printed out and distributed
- Employees are to have copies of the most recent manual available.