

# Chapter 6: Mandated Postings

## Overview

All medical care facilities are required to provide information that informs the public, patients, visitors and staff of various rights and conditions that have been put in place to create a safe medical environment. Referred to as mandated postings, the information includes postings concerning public information, warnings, and patient rights which are required for licensure of the medical facilities and its operations.

Mandated postings are to be placed in easily accessible, conspicuous locations, preferably in the building main lobby or at admissions locations within the facility.

This chapter includes a matrix of mandated postings to use as a starting point for your project. The layouts provided in this chapter are for planning purposes only. Mandated posting requirements should be coordinated with the FP&D Signage Program Representative as well as the Licensure and Accreditation Manager in the Medical and Regulatory Affairs Department of UC Davis Health to ensure that the signage plan is in full compliance prior to fabrication and installation.

### **A Process Unique to Mandated Postings**

The implementation of Mandated Postings is handled by many departments. The Project should pay for and manage a signage vendor to fabricate the signage frame and holding device(s); Regulatory Affairs is responsible for verifying the content including employee postings; Public Affairs & Marketing is responsible for the artwork of the postings, and Plant Operations & Maintenance typically prints and installs the postings as needed when the order is not in bulk.

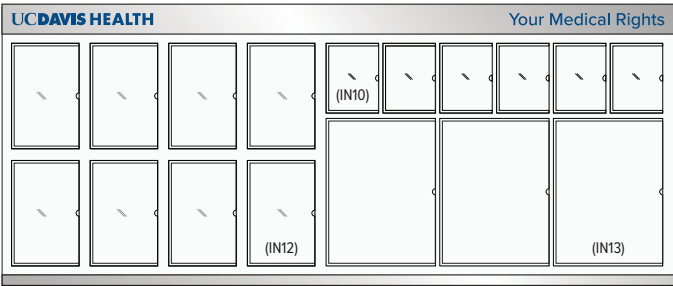
# Chapter 6: Mandated Postings

## Table of Contents

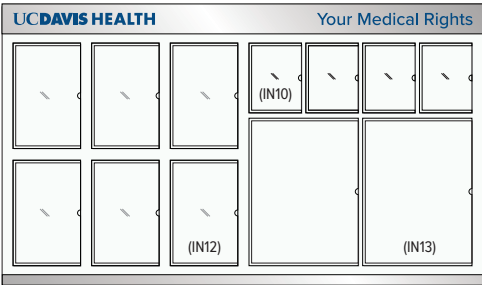
6.03		Sign Family Overview
6.04		Required Postings Summary: Hospitals and Clinics
6.05		Required Postings Summary: Pharmacy
6.06	MP.01	Mandated Postings, Large
6.07	MP.02.1	Mandated Postings, Medium
6.08	MP.02.2	Mandated Postings, Medium alt
6.09	MP.02.2	Mandated Postings, Medium alt
6.10	MP.03	Mandated Postings, Small

# Temporary Site and Exterior Construction

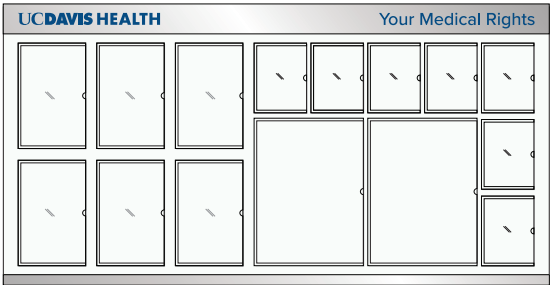
## Sign Family Overview



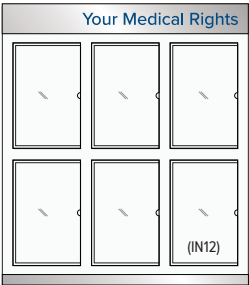
MP.01  
Mandated Postings, Large



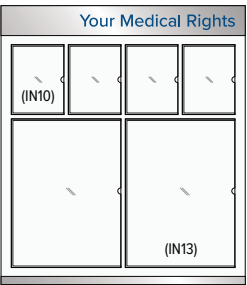
MP.02.1  
Mandated Postings, Medium



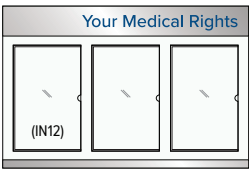
MP.02.2  
Mandated Postings, Medium Alt



MP.03.1  
Mandated Postings, Small



MP.03.2  
Mandated Postings, Small



MP.03.3  
Mandated Postings, Small

Mandated Postings

Required Postings Summary: Hospitals and Clinics

This list is provided by UC Davis Health to aid in the process of design development of the Mandated Posting displays at requisite projects. Please confirm the most recent and required postings for your project with the UC Davis Health Compliance Office during the design phases of your project to ensure adequate space is available for the display(s). Design teams should provide the windows for inserts and plaques as identified below. Most printed inserts are to be provided by UC Davis Health Marketing & Public Relations Department. Coordinate with FP&D Signage Program Representative for postings files as needed.

	HIPAA, ENGLISH 18X24 INSERT	HIPAA, SPANISH 18X24 INSERT	HUMAN TRAFFICKING 18X24 INSERT	PATIENT RESPONSIBILITIES, ENGLISH 11X17 INSERT	PATIENT RESPONSIBILITIES, SPANISH 11X17 INSERT	FINANCIAL ASSISTANCE, ENGLISH 1X17 INSERT	FINANCIAL ASSISTANCE, SPANISH 11X17 INSERT	CODE OF CONDUCT 11X17 INSERT	PATIENTS RIGHTS, ENGLISH 11X17 INSERT	PATIENTS RIGHTS, SPANISH 11X17 INSERT	MEDICAL INTERPRETING SERVICES 11X17 INSERT	BREAST CANCER ALTERNATIVE TREATMENTS ?	PROSTATE CANCER ALTERNATIVE TREATMENTS ?	TIPS FOR SUCCESSFUL BREASTFEEDING 11X17 INSERT	SAFE SURRENDER 6" VINYL	EMTALA (IT'S THE LAW), ENGLISH 8.5X11 INSERT	EMTALA (IT'S THE LAW), SPANISH 8.5X11 INSERT	NOTICE TO CONSUMERS 8.5X11 INSERT	PREGNANT OR BREASTFEEDING 8.5X8.5 PLAQUE	CAIR 8.5X11
REQUIRED BY:	FED	FED	CA	UCDH	UCDH	CA	CA	UCDH	CA	CA	FED/CA	CA	CA	UCDH	CA	FED	FED	CA	FED	CA
Building Public Entrance, Hospital	.	.	.	.	.	.	.	.	.	.	.				.	.	.	.		
Building Public Entrance, MOB w/licensed services	.	.	.	.	.	.	.	.	.	.	.							.		
Building Public Entrance, MOB w/unlicensed services	.	.		.	.	.	.	.	.	.	.									
Emergency Department Public Entrance	.	.	.	.	.	.	.	.	.	.	.					.	.	.		
Admissions	.	.		.	.	.	.		.	.	.									
Cashier / Financial Services Offices				.	.	.	.		.	.	.									
Clinic Registration	.	.		.	.	.	.		.	.	.									
Ambulatory Surgery Registration	.	.		.	.	.	.		.	.	.	.	.							
Radiology												.	.						.	
Ambulance Bay	.	.	.					.								.	.			
Labor & Delivery	.	.		.	.	.	.		.	.	.			.		.	.			
NICU									.	.	.									
ESRD (within CAPD)	.	.																		
Distinct Part Units (SNF)	.	.																		
Psychiatric Facilities	.	.		.	.	.	.	.	.	.	.									
Physical Therapy									.	.								.		

Mandated Postings

Required Postings Summary: Pharmacy

This list is provided by UC Davis Health to aid in the process of design development of the Mandated Posting displays at requisite projects. Please confirm the most recent and required postings for your project with the UC Davis Health Compliance Office during the design phases of your project to ensure adequate space is available for the display(s). Design teams should provide the windows for inserts and plaques as identified below. Most printed inserts are to be provided by UC Davis Health Marketing & Public Relations Department. Coordinate with FP&D Signage Program Representative for postings files as needed.

	HIPAA, ENGLISH 18X24 INSERT	HIPAA, SPANISH 18X24 INSERT	MEDICAL INTERPRETING SERVICES 11X17 INSERT	FINANCIAL ASSISTANCE, ENGLISH 1X17 INSERT	FINANCIAL ASSISTANCE, SPANISH 11X17 INSERT	ASSISTIVE LISTENING DEVICES 8.5X8.5 PLAQUE	PHOTO ID REQUIRED 8.5X8.5 PLAQUE	BOP LICENSES AND STATE BOE PERMIT 8.5X11 INSERT	PHARMACY BOARD NOTICE TO CONSUMERS 18X24 INSERT	MEDICAL RX COVERAGE, ENGLISH 11X17 INSERT	MEDICAL RX COVERAGE, SPANISH 11X17 INSERT	PAYMENT REQUIRED AT TIME OF SERVICE 8.5X8.5 PLAQUE	POINT TO YOUR LANGUAGE 8.5X11 INSERT	CCTV MONITORING 8.5X8.5 PLAQUE	RESTRICTED ACCESS 8.5X8.5 PLAQUE	HAZARDOUS DRUGS 8.5X8.5 PLAQUE	POISON CONTROL 8.5X11 INSERT	PATIENTS RIGHTS (ENGLISH AND SPANISH) 11X17 INSERT	NOTICE TO CONSUMERS (ENGLISH AND SPANISH) 8.5X11 INSERT
REQUIRED BY:	FED	FED	FED/CA	CA	CA	FED	CA	CA	CA BOP	CA	CA	UCDH	CA BOP	CA	FED	FED	CA	CA	CA
FOH Mandated Postings Display Board	.	.	.	.	.				.	.	.							.	.
Point of Sale						.	.	.				.	.	.					
FOH Entry to Pharmacy						.								.					
Entry to BOH Pharmacy Work Area														.	.	.			
Pharmacy BOH Work Area Interior																.	.		

# Mandated Postings

## MP.01

## Mandated Postings, Large

### Usage

- Mandated postings are required in all medical facilities.
- Architects and designers should always plan for this largest arrangement of postings to be in a conspicuous place in the main lobby in plain view of the primary path of entry.
- **Always plan to confirm and coordinate required postings and their locations with UC Davis Health early on and often throughout the design process as these are licensure critical signs.**
- **It is advisable to include 1-2 blank insert windows to accommodate future or temporary postings as required.**

### Placement

- Sign is to be placed in a conspicuous location.

### Components

- (A) Backer panel: 1/8" thick acrylic painted white or other solid color to complement surrounding architecture
- (B) Frames: nonglare, scratch resistant acrylic frames of appropriate size for each required posting as detailed for sign types IN.10, IN.12, IN.13

- (C) 1/2" deep fabricated aluminum header and footer with painted finish
- (D) 1/4" thick flat cut out UC Davis logo and "Your Medical Rights", mounted flush to header panel

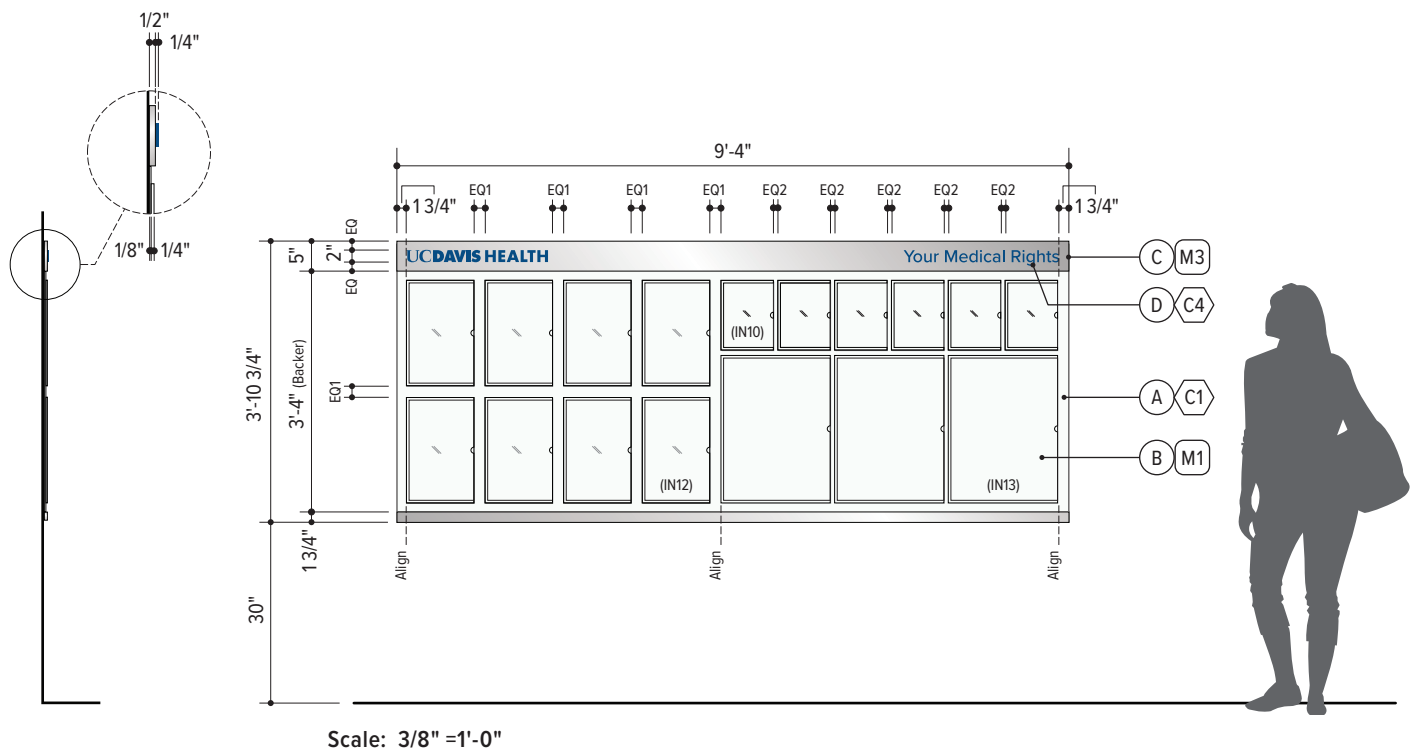
### Colors & Materials

References as noted below. See Chapter 1: Universal Standards for specifications.

- (C1) White Wonder
- (C4) UC Davis Blue
- (M1) Non-glare Acrylic
- (M3) Brushed Aluminum

### Installation

- See Appendix A, Drawing FD.90 for approved standard fabrication and installation detail.
- Postings may not be installed higher than 72" AFF.
- **Sign is anticipated to weigh over 20 lbs. Additional architecturally integrated and coordinated backing is required for hospital facilities per HCAI, and is recommended for consideration at all facilities.**



# Mandated Postings

## MP.02.1

## Mandated Postings, Medium

### Usage

- A medium arrangement of postings may be allowable at smaller medical offices or within off-site clinics.
- Consultant should review the required postings with UC Davis Health to determine which arrangement size is appropriate for the project.
- **Always plan to confirm and coordinate required postings and their locations with UC Davis Health early on and often throughout the design process as these are licensure critical signs.**
- **It is advisable to include 1-2 blank insert windows to accommodate future or temporary postings as required.**

### Placement

- Sign is to be placed in a conspicuous location.

### Components

- (A) Backer panel: 1/8" thick acrylic painted white or other solid color to complement surrounding architecture
- (B) Frames: nonglare, scratch resistant acrylic frames of appropriate size for each required posting as detailed for sign types IN.10, IN.12, IN.13

- (C) 1/2" deep fabricated aluminum header and footer with painted finish
- (D) 1/4" thick flat cut out UC Davis logo and "Your Medical Rights", mounted flush to header panel

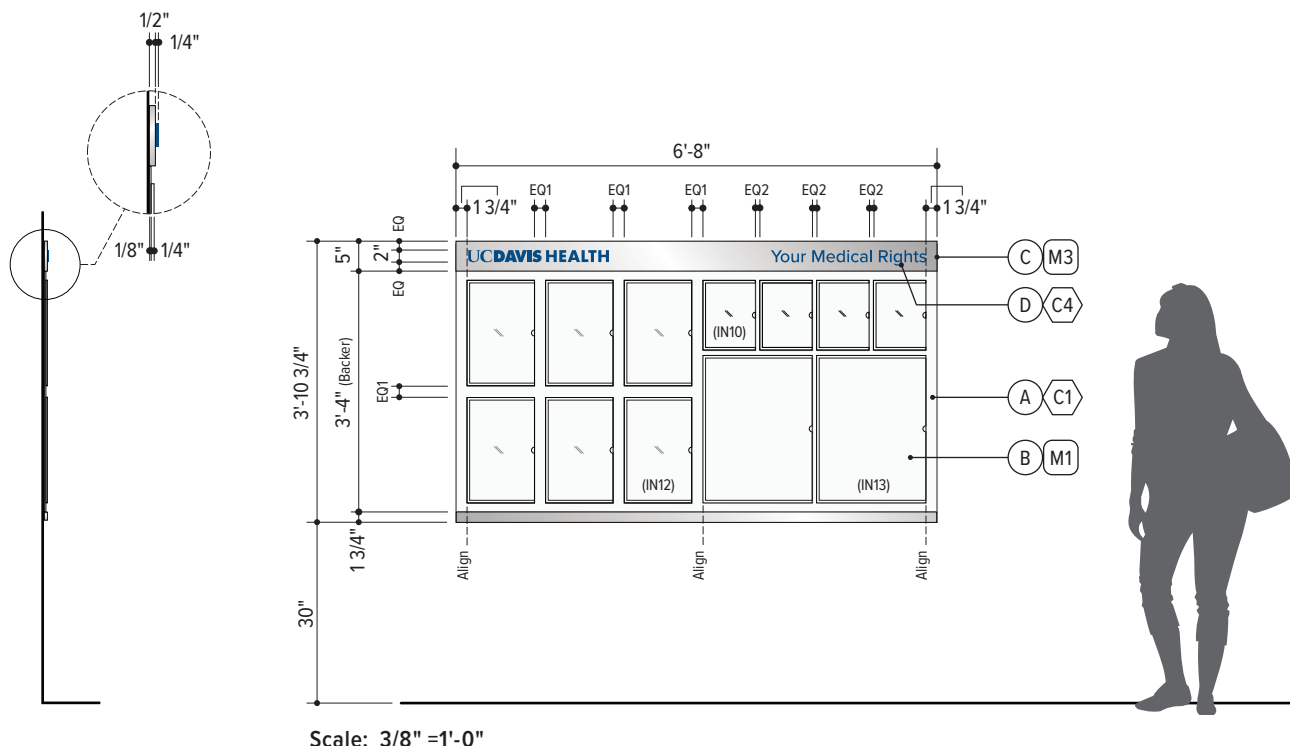
### Colors & Materials

References as noted below. See Chapter 1: Universal Standards for specifications.

- (C1) White Wonder
- (C4) UC Davis Blue
- (M1) Non-glare Acrylic
- (M3) Brushed Aluminum

### Installation

- See Appendix A, Drawing FD.90 for approved standard fabrication and installation detail.
- Postings may not be installed higher than 72" AFF.
- **Sign is anticipated to weigh over 20 lbs. Additional architecturally integrated and coordinated backing is required for hospital facilities per HCAI, and is recommended for consideration at all facilities.**



# Mandated Postings

## MP.02.2

## Mandated Postings, Medium alt

### Usage

- A medium arrangement of postings may be allowable at smaller medical offices or within off-site clinics.
- Consultant should review the required postings with UC Davis Health to determine which arrangement size is appropriate for the project.
- **Always plan to confirm and coordinate required postings and their locations with UC Davis Health early on and often throughout the design process as these are licensure critical signs.**
- **It is advisable to include 1-2 blank insert windows to accommodate future or temporary postings as required.**

### Placement

- Sign is to be placed in a conspicuous location.

### Components

- (A) Backer panel: 1/8" thick acrylic painted white or other solid color to complement surrounding architecture
- (B) Frames: nonglare, scratch resistant acrylic frames of appropriate size for each required posting as detailed for sign types IN.10, IN.12, IN.13

- (C) 1/2" deep fabricated aluminum header and footer with painted finish
- (D) 1/4" thick flat cut out UC Davis logo and "Your Medical Rights", mounted flush to header panel

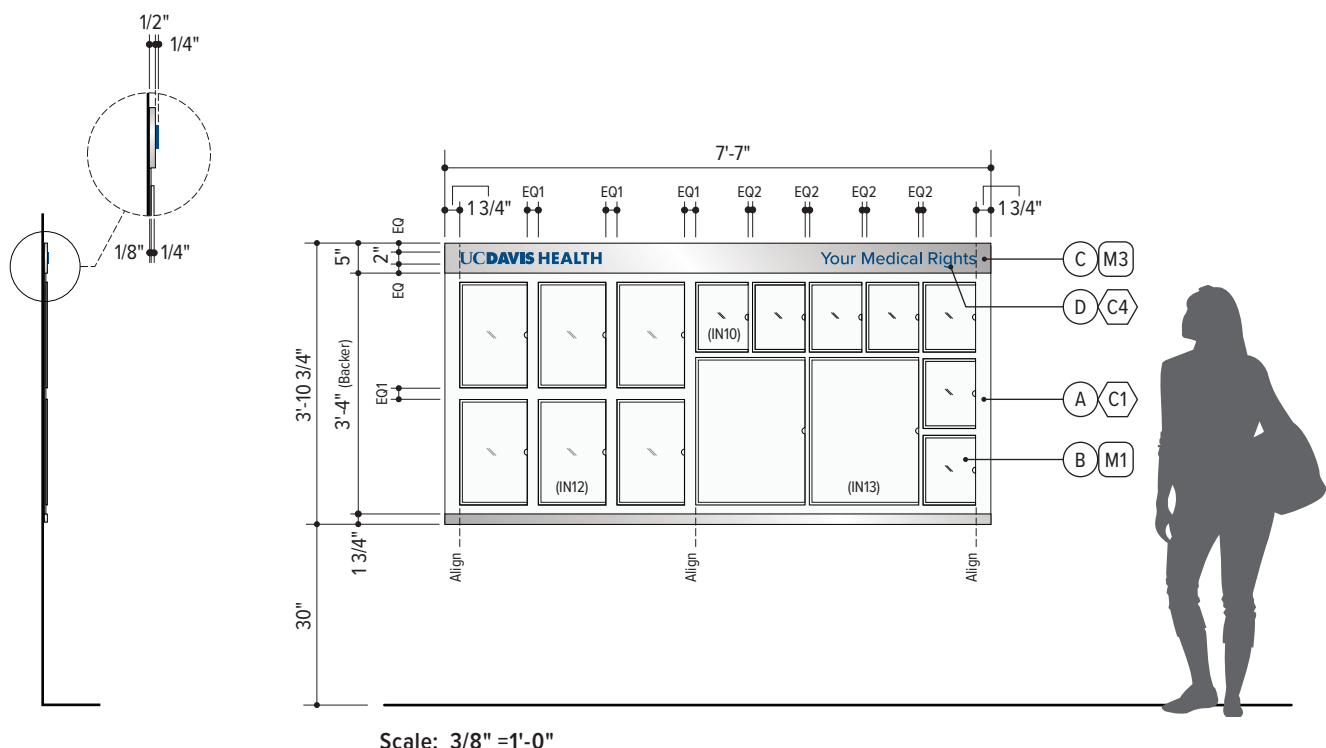
### Colors & Materials

References as noted below. See Chapter 1: Universal Standards for specifications.

- (C1) White Wonder
- (C4) UC Davis Blue
- (M1) Non-glare Acrylic
- (M3) Brushed Aluminum

### Installation

- See Appendix A, Drawing FD.90 for approved standard fabrication and installation detail.
- Postings may not be installed higher than 72" AFF.
- **Sign is anticipated to weigh over 20 lbs. Additional architecturally integrated and coordinated backing is required for hospital facilities per HCAI, and is recommended for consideration at all facilities.**





# Mandated Postings

## MP.03

## Mandated Postings, Small

### Usage

- A small arrangement of postings may be needed within departments or small clinics.
- Consultant should review the required postings with UC Davis Health to determine which arrangement size is appropriate for the project.
- **Always plan to confirm and coordinate required postings and their locations with UC Davis Health early on and often throughout the design process as these are licensure critical signs.**
- **It is advisable to include 1-2 blank insert windows to accommodate future or temporary postings as required.**

### Placement

- Sign is to be placed in a conspicuous location.

### Components

- (A) Backer panel: 1/8" thick acrylic painted white or other solid color to complement surrounding architecture
- (B) Frames: nonglare, scratch resistant acrylic frames of appropriate size for each required posting as detailed for sign types IN.10, IN.12, IN.13

- (C) 1/2" deep fabricated aluminum header and footer with painted finish
- (D) 1/4" thick flat cut out "Your Medical Rights", mounted flush to header panel

### Colors & Materials

References as noted below. See Chapter 1: Universal Standards for specifications.

- (C1) White Wonder
- (C4) UC Davis Blue
- (M1) Non-glare Acrylic
- (M3) Brushed Aluminum

### Installation

- See Appendix A, Drawing FD.90 for approved standard fabrication and installation detail.
- Postings may not be installed higher than 70" AFF.
- **Sign is anticipated to weigh over 20 lbs. Additional architecturally integrated and coordinated backing is required for hospital facilities per HCAI, and is recommended for consideration at all facilities.**

