

PLANNING AND DEVELOPMENT 6.0

Submitting Articles to Outside Publications -- 6.5

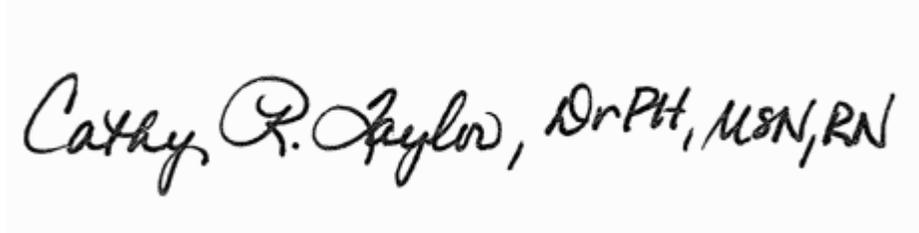
Date December 31, 1998

Issued:

Date Last March 23, 2011

Revised:

Signature:

A handwritten signature in black ink that reads "Cathy R. Taylor, DrPH, MSN, RN". The signature is written in a cursive style and is centered within a light gray rectangular box.

By: Cathy R. Taylor, DrPH, MSN, RN
Assistant Commissioner
Bureau of Health Services

POLICY

Any employee writing an article for publication as a representative of the Department of Health must submit the article to the Office of Communications prior to review by the Bureau Office and Commissioner's Office and submission for publication.

APPLICABILITY

This policy applies to Local Health Department, Regional and Central Office personnel.

PURPOSE

Ensure accuracy and uniformity of health and interdepartmental information being disseminated.

PROCEDURE

Any employee who writes an article as a representative of the Department of Health, i.e., describing or analyzing Department of Health programs, policies, procedures and/or utilizing program data, should have a draft of the article reviewed by appropriate supervisors, regional director, and/or section chief. Following this review, a final copy must be submitted to the Office of Communications which will be responsible for submitting it to the Bureau Office and Commissioner's Office for review. After the Commissioner's Office has

reviewed and commented on the article, the author may submit it to the appropriate publication(s).

OFFICE OF PRIMARY RESPONSIBILITY

Office of the Director, Bureau of Health Services, (615)741-7305