

Hospital Patient and Visitor Signage
Illinois Requirements

<i>Required to post</i>	<i>Placement</i>	<i>Authority</i>	<i>Additional Information</i>
Post a copy of the hospital license	“...in a conspicuous place on the licensed premises.” and “...in an area of its offices accessible to patients, employees, and visitors...”	Hospital Licensing Act (HLA), 210 ILCS 85/6 HLA, 210 ILCS 85/6.14c	
Post a description of the IDPH complaint procedure	“...in an area of its offices accessible to patients, employees, and visitors...”	HLA, 210 ILCS 85/6.14c	Include the name, address, and telephone number of a person authorized by IDPH to receive complaints. The IDPH website directs complaints against health care facilities to its 24 hour hotline at 1-800-252-4343.
Post a <i>list</i> of IDPH orders or court orders reviewing IDPH orders	“...in an area of its offices accessible to patients, employees, and visitors...”	HLA, 210 ILCS 85/6.14c	Final inspection and IDPH orders must be retained for 5 years and be available for public inspection.
Post the hospital policy regarding hospital’s uniform standards of obstetrical care regardless of a patient’s source of payment or ability to pay.	“...in the obstetrical admitting areas...”	HLA, 210 ILCS 85/11.5	Must be posted in the predominant language or languages spoken in the hospital’s service area.
Post the availability of interpreters upon request.	“...in conspicuous locations...in the emergency room, the admitting area, the facility entrance, and the outpatient area...”	Language Assistance Services Act, 210 ILCS 87/15	Also include the procedure for obtaining an interpreter, a T.T.Y. number for the hearing impaired, and the telephone numbers to call for filing complaints with IDPH.
Post a statement that notifies the public that the annual report of the community benefit plan is “public information, filed with the Attorney General, and available to the public on request from the Attorney General.”	Not specified	Community Benefits Act, 210 ILCS 76/20	This Act does not apply to public hospitals, hospitals located outside a metropolitan statistical area, or a hospital with 100 or fewer beds.

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Post “You may be eligible for financial assistance under the terms and conditions the hospital offers to qualified patients. For more information contact [hospital financial assistance representative.]”	“...conspicuously in the admission and registration areas...”	Fair Patient Billing Act, 210 ILCS 88/15	Post in English and in any other language of at least 5% of the patients served annually. If hospital has a website, include, in a prominent place, the availability of financial assistance, application process, and a copy of the application. Written materials, like brochures, must be available in admission or registration area.
Post a sign to prospective patients that established charges for any operation or procedure are available for public examination.	“In or near the admitting area...clearly and easily visible to the public...”	Illinois Health Finance Reform Act, 20 ILCS 2215/4-4;	Post in letters no more than one inch in height. By IDPH rule, hospitals shall post notification of the current established charges for the services enumerated in Appendix A. 77 Ill. Adm. Code 2530.10
Post a sign informing persons that a newborn infant may be relinquished at the hospital in accordance with the Abandoned Newborn Infant Protection Act.	“...in a conspicuous place on the exterior of the building housing the facility...”	Abandoned Newborn Infant Protection Act, 325 ILCS 2/22	The Department of Children and Family Services has not drafted rules prescribing specifications for the sign. A sign consistent with that described in the Act is available at www.saveabandonedbabies.org
Post a copy of the Infant Eye Disease Act	“...in conspicuous places in their institution...”	Infant Eye Disease Act, 410 ILCS 215/3	
Post the on-call schedule of physicians to ensure that there is 24-hour surgical emergency care	“...at each patient care unit or other area where surgical patients are admitted or the communications center...”	Hospital Licensing Requirements, 77 Ill. Adm. Code 250.1250	An emergency surgical case is any case in which “the risk of delay endangers the patient’s life, limb or organs.”
Post the EMS Review Board List (of members)	“...in a 24-hour accessible location at the (EMS) Resource Hospital...”	Emergency Medical Services and Trauma Center Code, 77 Ill. Adm. Code 515.420(d)	The Local System Review Board conducts hearings for EMS participants that have been suspended from participation by the EMS Medical Director.

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Post "This Water For Dialysis Only" near the water supply inlet to kidney dialysis equipment.	Above a sink with deionized water or reverse osmosis water lines supplied to the faucet	77 Ill. Adm. Code 890.740	Sign should be no smaller than 8x10 inches.
Post "Caution: Radioactive Materials" for patients receiving brachytherapy	Patient's or human research subject's room	32 Ill. Adm. Code 335.7030	Sign should also bear the radiation symbol. See 32 Ill. Adm. Code 340.930 for exceptions to posting requirements.
Post "Caution: Radioactive Materials" for patients with implanted radiotherapeutic pharmaceuticals.	Patient's door	32 Ill. Adm. Code 335.5030	The posted sign shall indicate that pregnant women, or women who suspect that they are pregnant, shall contact the attendant staff for additional safety instructions or precautions. Also, a note shall appear on the door and on the patient's chart which states where and how long visitors may stay in the patient's room. See 32 Ill. Adm. Code 340.930 for exceptions to posting requirements.
Poster giving notification and information concerning crime victim compensation	"...prominently in its emergency room..."	Crime Victims Compensation Act, 740 ILCS 45/5.1 77 Ill. Adm. Code 545.App A (Part C)	Posters are available from the Office of Attorney General at no charge. Call 1-800-228-3368 to order posters in English and Spanish.
Post written nurse staffing plan	"...in a conspicuous and accessible location for both patients and direct care staff..."	Hospital Licensing Act, 210 ILCS 85/10.10	Look for IDPH rules in the future.