



July 23, 2024

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# Administrator

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Please feel free to contact us if you have questions or comments regarding this information or any other CTAS website material.

Sincerely,

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# Administrator

## Private Acts of 1967-68 Chapter 233

**COMPILER'S NOTE:** Sections 1,2,3,4,5,6,7,8, and 11 were deleted in their entirety by Private Acts of 1969, Chapter 189, found in this volume, which created the Memphis and Shelby County Board of Hospital Trustees.

**SECTION 9.** That there is hereby established the office of Administrator of the Shelby County Hospital. The Administrator shall hold his office for a term of one (1) year, unless removed upon written charges filed before the Board of Trustees of the Shelby County Hospital, in which case the Administrator may be removed from office by the concurrence of five (5) members of the Board. The Administrator shall be a person of good business capacity; shall not be a practicing physician; shall give his entire time and attention to the duties of the office; and shall select in accordance with Shelby County regulations all employees, agents and servants for the conduct of such hospital, such selections being subject to approval by the Board of Trustees. It shall be the Administrator's duty to purchase all provisions and materials necessary for the hospital, and to keep accurate account of all purchases made, and to submit, monthly or bimonthly as required, all payrolls and invoices duly approved by the Board of Trustees to the Shelby County Commission for payment as all other such items are required to be paid. The Administrator shall have charge of all the employees and property in and about the hospital, but he shall at all times be subject to the direction and control of the Board of Trustees. It shall be the Administrator's duty to faithfully carry out, or cause to be carried out, the treatment of patients as directed by the medical staff; to collect all moneys due from pay patients and turn same over to the County Comptroller as other such moneys are required to be deposited; and to make monthly reports to the Board of Trustees of all outstanding accounts and collections. The Administrator shall make full reports of all admissions to the hospital, of all deaths, and all convalescents; and shall keep available at the hospital a record of each patient admitted, setting forth his or her place of residence, nationality, sex, disease, and such other facts and circumstances as the medical staff shall direct. The Administrator shall promulgate and keep current a manual containing the operating procedures of the hospital. Before entering upon said duties, the Administrator shall give a bond in the penalty of five thousand dollars (\$5,000.00) to secure the faithful performance of said duties.

**SECTION 10.** That the Board of Trustees shall include in its budget each year an amount designated as the recommended salary for the Administrator; provided that such amount shall be considered as an independent budgetary item and shall be either approved or disapproved independent of the remaining budget. The Shelby County Commission shall either approve the recommended salary or disapprove same and designate such an amount as it deems proper.

**SECTION 12.** That the provisions of this Act are hereby declared to be severable, and if any of its sections, provisions, sentences, phrases, or parts be held unconstitutional or void, the remainder of this Act shall continue in full force and effect, it being the legislative intent now hereby declared that this Act would have been passed even if such unconstitutional or void matter had not been included herein.

**SECTION 13.** That all laws or parts of laws in conflict herewith are hereby repealed.

**SECTION 14.** That this Act shall have no effect unless approved by a two-thirds ( $\frac{2}{3}$ ) vote of the Quarterly County Court of Shelby County not more than one hundred twenty (120) days subsequent to its approval by the Chief Executive of this State or after its otherwise effective date. Its approval or non-approval shall be proclaimed by the presiding officer of the Quarterly County Court of Shelby County and shall be certified by him to the Secretary of State.

**SECTION 15.** That this Act shall be effective from and after its passage, the public welfare requiring it, but the provisions thereof shall not become operative until validated as provided in Section 14 hereof and as otherwise provided in this Act.

Passed: May 18, 1967.

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