

**OLIVE VIEW-UCLA MEDICAL CENTER  
POLICY & PROCEDURE**

**NUMBER: 133  
VERSION: 2**

**SUBJECT/TITLE: OLIVE VIEW MEDICAL CENTER ASSOCIATED NEWSLETTERS**

**POLICY:** All newsletters, magazines, or other materials developed for circulation throughout Olive View Medical Center or within departments must be approved by the Olive View Public Information Office or designee prior to publication.

**PURPOSE:** To ensure the information is disseminated in Olive View Medical Center associated publications is of consistently high quality.

**DEPARTMENTS:** All

**DEFINITIONS:**

**PROCEDURE:** All newsletters, magazines, or other materials published under the auspices of Olive View, or its departments, for public circulation must be submitted to the Olive View Public Information Office or designee for review and approval prior to publication and distribution.

The Olive View Public Information Office or designee will review the document and either 1) approve it for publication, 2) return it with editorial changes to the requesting department, or 3) deny approval for publication.

If changes are requested to the document by the Public Information Office or designee, the requesting department will make the necessary edits and resubmit the document for approval.

References:	
Approved by: Rima Matevosian (Chief Medical Officer)	Date: 05/31/2011
Review Date: 11/01/2007,05/31/2011	Revision Date:
Next Review Date: 05/31/2014	
Distribution: Olive View Hospital-Wide Policies	
Original Date: 11/01/2007	