

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

**NUMBER: 145
VERSION: 3**

SUBJECT/TITLE: OFFICIAL HOURS OF OPERATION

POLICY: All inpatient and emergency services at Olive View-UCLA Medical Center are open 24 hours per day every day.

Administrative offices and outpatient service hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Clinics, Nursing, and Medical Departments may vary from this schedule, as necessary, to better serve Olive View-UCLA Medical Center patients.

Any requests to change hours of office or administrative type functions must be submitted to and approved by the Chief Executive Officer.

The hospital entrances in the first and second floor lobbies shall be closed to public access after 8:00 p.m., daily. The Emergency Department entrance will remain open 24 hours per day and serve as the main entrance after hours.

PURPOSE: To establish operating hours for Olive View-UCLA Medical Center.

DEPARTMENTS: All

DEFINITIONS:

PROCEDURE:

References: DHS Policy 302, "Official Hours of Operation"	
Approved by: VEC-2011Jan	Date: 11/25/2014
Review Date: 05/02/2022,3/96, 3/99, 2/02, 3/05, 1/08, 5/11	Revision Date: 6/83, 2/02
Distribution: Olive View Hospital-Wide Policies	
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