County of Los Angeles   **Department of Health Services**

OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE

NUMBER: 174
VERSION: 3

SUBJECT/TITLE: **PATIENT ABSENTEE BALLOTS**

POLICY: Patients who desire to vote by absentee ballot must complete an absentee ballot application. Applications are not provided to persons not registered to vote in Los Angeles County or persons who are scheduled to be discharged on election day.

PURPOSE: To provide inpatients who are registered to vote in Los Angeles County with access to vote in Federal and State elections.

DEPARTMENTS: All

DEFINITIONS:

PROCEDURE: Olive View-UCLA Medical Center, through its Volunteer Services, shall assist hospitalized patients who are registered voters in obtaining their absentee ballots for voting when this assistance is requested by the patient.

Volunteer Services sends absentee ballot procedure reminders to inpatient nursing units the Friday preceding election day.

Nursing units obtain absentee ballot applications from Volunteer Services, Rm.#1B113, the day before election day.

Nursing units return completed ballot applications to Volunteer Services no later than 9:00 a.m., on election day.

Volunteer Services faxes absentee ballot applications them to the Registrar-Recorder where voters' registrations are confirmed.

Volunteer Services dispatches a courier to the Registrar-Recorder's Office to retrieve the ballots and deliver them to Volunteer Services.

Volunteer Services delivers the ballots to the registered applicants.

Nursing units assist patients with completing the ballots and return the completed ballots to the Volunteer Services Office.

Volunteer Services delivers the completed ballots to the nearest polling site.

References:	
Approved by: OVEC-2017 June	Date: 06/19/2018
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Distribution: Olive View Hospital-Wide Policies	
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