

**OLIVE VIEW-UCLA MEDICAL CENTER
DEPARTMENT OF EMERGENCY MEDICINE
POLICY & PROCEDURE**

**NUMBER: 3268
VERSION: 2**

SUBJECT/TITLE: AVAILABILITY OF ANCILLARY DEPARTMENTS

POLICY: Ancillary services available to the ED.

PURPOSE: To list and define ancillary services available to the ED.

DEPARTMENTS: DEPARTMENT OF EMERGENCY MEDICINE (DEM)

DEFINITIONS:

PROCEDURE: Olive View-UCLA Medical Center is an acute care Medical/Surgical facility and as such maintains nursing, clerical, engineering, support and physician-based services as necessary to provide in-house patient capabilities for managing physical and emotional problems.

Clinical Laboratory/Blood Bank

The Clinical Laboratory is open 24 hours a day with licensed technologist. The clinical laboratory services are capable of performing all routine studies and are readily available at all times.

Radiology Department

The Radiology Department is open 24 hours a day with licensed technicians on duty. Special procedures including Ultrasound and Computerized Axial Tomography are available 24 hours a day. The radiologist may be contacted via phone and page systems if needed after hours and a special technologist is “on call” after hours. The Radiology Department has both fixed and mobile equipment dedicated to the Emergency Department.

Respiratory Therapy Department

Licensed Respiratory Technicians are on duty 24 hours a day and available to the Emergency Department via phone, beeper or page system. Arterial Blood Gases and Inhalation Treatments are performed by the technician 24 hours a day, 7 days a week.

Cardiology Department

The Cardiology Clinic is open from 07:30 AM through 4:30 P.M., Monday through Friday. Special procedures are scheduled through the Cardiology

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Department.

Facilities Division

An engineer is on duty 24 hours a day via phone, beeper, and paging systems, to make repairs and to assist when needed during an emergency situation and is located in the Building Environmental Automation System (BEAS) Room, 2B130.

Medical Records

The Medical Records Department is open 24 hours a day, 7 days a week. A call is placed to the department when the emergency physician wishes to obtain a patient's record.

Surgical Services/Operating Room

Operating Room staff is available, Monday 07:00 A.M. through Friday 11:30 P.M. in-house; at all other times, operating room staff is available within 30 minutes on an on-call basis through the Administrative Nursing Supervisor.

Obstetric Suite/Special Care Units

There is access to the Obstetric Suites and Special Care Units 24 hours a day, 7 days a week.

Social Services

Coverage is in-house, 7:00 A.M. – 7:30 P.M., 7 days a week and available off hours via page system if needed.

Additional Services available to the Emergency Department include:

- a. Physical Therapy
- b. Occupational Therapy
- c. Audiology
- d. Gastrointestinal Laboratory
- e. Cardiac Rehabilitation
- f. Obstetrics
- g. Pharmacy
- h. Phlebotomy

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References:	
Approved by: Georgia Foot'e-Sam (Clinical Nurse Director II), Gregory Moran (Chief Physician), Joselin Escobar Duran (Assistant Hospital Administrator II), Paula Siler (Clinical Nurse Director III)	Date: 09/22/2017
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