

HARBOR-UCLA MEDICAL CENTER

SUBJECT: NON-PATIENT MEALS

POLICY NO. 113

PURPOSE:

To ensure that all authorized personnel and departments adhere to the non-patient meal guidelines.

DEFINITIONS:

Ordinance Meals: Meals fully subsidized by Los Angeles County.

I.D. Badge: Employee badge identification which includes automated patron accountability system.

Special Function Meals: Food/meals for special functions provided by the hospital (i.e., committee meetings, hospital accreditation surveys, special VIP guest of the hospital, volunteer and employee recognition programs).

POLICY:

Harbor-UCLA-Medical Center provides meals to authorized personnel and volunteers in accordance with Los Angeles County Administrative Code Section 5.76 and hospital policy.

PROCEDURE:

AUTHORIZED CATEGORIES FOR ORDINANCE MEALS

1. Full-time Housestaff: Interns/Residents/Clinical Fellows with minimum 40 hrs/week - three meals/day.
2. Attending staff physicians who provide volunteer patient care services without compensation - one meal/day.
3. Fourth (4th) year Medical Students (Sub-interns) assigned to direct patient care for minimum 40 hrs/week - one meal/day.
4. Community and junior volunteers registered with the Volunteer Office (performing volunteer services at Harbor-UCLA which are not related to career training for the volunteer or that is not part of a training program), with a minimum of four hours/day of volunteer time worked - one meal/day.


EFFECTIVE DATE: 07/86

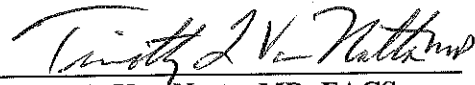
SUPERSEDES:


REVISED: 12/88, 07/89, 02/96, 08/97, 03/09, 2/11, 10/15

REVIEWED: 07/89, 10/92, 02/96, 07/98, 02/02, 02/05, 10/15

REVIEWED COMMITTEE:

APPROVED BY: 
 Kim McKenzie, RN, MSN, CPHQ
 Interim Chief Executive Officer


 Timothy L. Van Natta, MD, FACS
 Chief Medical Officer


 Patricia Soltero, RN, BSN, MAOM
 Acting Chief Nursing Officer

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5. Employee Overtime (unscheduled only): Any employee who has worked at least four hours of overtime in excess of an eight-hour shift - 1 meal/day.
6. Special guests as identified and approved by Hospital Administration.

AUTHORIZED MEALS FOR SPECIAL FUNCTIONS

1. Special Guests of Hospital Administration.
2. Participants in meetings/special functions pertaining to patient care and special hospital functions. The following events may be recognized as special functions:
 - A. Recruitment/retention functions for hard to recruit groups.
 - B. Harbor-UCLA Medical Center Professional Staff Association Committees' meetings.
 - C. Special recognition functions for volunteers, facility support groups, professional groups and employees.
 - D. Harbor-UCLA Medical Center support group meetings and advisory committee meetings.
 - E. Other special meetings as approved by the Hospital Administrator or his/her designee.

INDIVIDUALS WHO MAY PURCHASE MEALS FOR THE DOCTOR'S DINING ROOM

1. Physicians who are faculty appointed or fully compensated by L.A. County for services performed or hired by L.A. BioMed to provide direct patient care to County patients.
2. Interns, residents or other authorized users who have forgotten or lost their I.D. Badge.
3. Individuals authorized by Hospital Administration.

Procedures For Purchasing Meals With I.D. Badge

Authorized persons may purchase meals by depositing money in an account with their I.D. badge at the Cashier's Office. The cost of meals are listed below:

Breakfast - \$4.25 + tax
 Lunch - \$6.50 + tax
 Dinner - \$5.50 + tax

The patron accountability system will subtract the cost of each meal as used, and staff will be alerted when additional funds must be added.

PROCEDURES FOR AUTHORIZATION AND ISSUANCE OF MEAL CARDS

1. Housestaff and Physicians

The I.D. badges of housestaff and physicians authorized for ordinance meals will be coded for the respective number of meals through Medical Administration.

2. Employee Overtime

Employees working at least four hours in excess of an **unscheduled** eight-hour shift may be issued an Overtime Meal Slip by their department supervisors.

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3. Special Authorizations

- A. Special meal authorizations must be pre-approved by Administration. One-use only cards will be issued through Hospital Administration.
- B. Meetings held in Room 1L1 with participants going through the Doctor's Dining Room tray line must be pre-approved by Administration. Participants will sign a log at the Doctor's Dining Room check-in.

4. Emergency Authorization/Lost or Forgotten Cards

- A. If an I.D. Badge is lost or forgotten when the Cashier's Office is closed, if overtime occurs after the employee's departmental office is closed, or if the patron accountability system is down, the user may sign an Emergency Slip at the check-in desk in the Doctor's Dining Room.
- B. Emergency authorization is a temporary arrangement. The user must report a lost I.D. Badge and follow the procedures for a replacement I.D. badge on the next business day.

PROCEDURES FOR SPECIAL FUNCTION MEALS AUTHORIZATION

1. The requesting department completes the Special Functions Request Form including an estimated cost of the function per Nutrition Services' Special Function Menu. A yearly budget for these meals will be allocated to each Department. If funds are not allocated to a department or if the department has exceeded their allocation, the request Special Functions Request Form must be submitted to Hospital Administration for approval.
2. Hospital Administration forwards the approved request to Nutrition Services for processing.
3. At the end of each month, Nutrition Services will submit to Administration a report of all approved special function meals provided along with the monthly invoice. The report will be by user department and will contain exact charges.
4. Denied requests due to insufficient funds will be returned to the department and may be paid through other funds e.g., Departmental, LA BioMed or personal.
5. The Special Function Request Form must be approved and submitted to the Nutrition Services Department at least three working days prior to the function. Requests not submitted within this time frame may be approved based upon food availability. Each request must include an anticipated number of participants. Any change in this number should be communicated to Nutrition Services two working days prior to the event.
6. Cancellations must be called in to Nutrition Services within 24 hours of the planned function, or the requesting department will be charged for the event.