



**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES
HARBOR-UCLA MEDICAL CENTER**

SUBJECT: ABSENTEE BALLOTS

POLICY NO. 121

CATEGORY: Administration	EFFECTIVE DATE: 1/84
POLICY CONTACT: Keisha Belmaster	UPDATE/REVISION DATE:
REVIEWED BY COMMITTEE(S):	

PURPOSE:

The purpose of this policy is to identify patients during elections and to ensure absentee ballots are completed and returned to the Registrar-Recorder Office before elections.

POLICY:

At Harbor-UCLA Medical Center, the Volunteer Services Department is responsible for providing Emergency Absentee Voter Ballots for inpatients who are hospitalized on Election Day of a major, mayoral, gubernatorial or presidential election. Participating inpatients must have been admitted on the Sunday prior to the first Tuesday of November that is Election Day.


PROCEDURE:

1. Volunteer Services should receive applications for Emergency Absentee Ballots from the Office of the Registrar-Recorder 30 to 60 days prior to the election.
2. One week prior to Election Day, Volunteer Services will distribute a memo to Nurse Managers to all inpatient units, 1-South, 8-West, and the Emergency Room. The memo will detail the procedures for completing an application for an Emergency Absentee Ballot.
3. On the Friday before Election Day, all inpatients will receive a flyer listing the criteria for participation and an Emergency Absentee Ballot application. Staff on 1-South and 8-West shall distribute Emergency Absentee Ballot applications to patients in those units.
4. On Monday morning before Election Day, a team of volunteers will canvas each patient room and the Emergency Room to collect completed Emergency Absentee Ballot applications. If necessary, volunteers will help patients complete the application.
5. All Emergency Absentee Ballot applications must be completed and collected by 1:00 p.m. in the afternoon the Monday before Election Day. All forms will be logged by ward on a master list before they are released to the Office of the Registrar-Recorder.

REVISED: 8/89, 10/92, 2/96, 1/99, 12/04, 1/06, 8/15, 11/18

REVIEWED: 8/86, 8/98, 1/99, 1/02, 12/04, 1/06, 8/11, 8/15, 11/18, 11/21

APPROVED BY: 
 Anish Mahajan, MD
 Chief Executive Officer


 Anish Mahajan, MD
 Chief Medical Officer


 Jason Black, MBA, DNP, RN
 Chief Nursing Officer



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6. The Transportation Unit will transport the completed Emergency Absentee Ballot applications to the Registrar for processing. If the voter registration information is consistent with that of the Registrar, the Registrar shall issue a duplicate ballot.
7. On Election Day morning, the Transportation Unit will retrieve the duplicate ballots from the Registrar, and deliver them to Volunteer Services by 11:30 a.m.
8. A team of assigned volunteers will promptly deliver the duplicate ballots to the bedside of each participating patient for his/her completion. Nurse Manager/unit supervisor will assist (as needed) in obtaining ballots. If the Registrar did not issue a duplicate ballot, the volunteers will explain so to the patient.
9. If a participating patient is not at his/her designated inpatient or Emergency Room location, the Nursing staff will track the patient to his/her new location, and the volunteer will then deliver the ballot for his/her completion.
10. All completed duplicate ballots must be returned to Volunteer Services by 2:30 p.m. on Election Day.
11. Volunteer Services staff will deliver all completed duplicate ballots to the nearest polling station.
12. If a participating patient has been discharged, the incomplete duplicate ballot will be returned to the Los Angeles County Registrar-Recorder/County Clerk's Office, 3rd Floor, Room 3002, 12400 Imperial Highway, Norwalk, CA 90650.