

HARBOR-UCLA MEDICAL CENTER

SUBJECT: OFFICIAL HOURS OF OPERATION

POLICY NO. 108

PURPOSE:

To establish the official administrative and operational hours of the hospital.

POLICY:

Harbor-UCLA Medical Center ensures that all Administrative and Office hours shall be 8:00 a.m. to 5:00 p.m., Monday through Friday. Clinic hours may vary from this schedule to better serve the patients.

The Hospital shall operate 24 hours a day, seven days a week. Accordingly, staff shall be assigned to adequately cover the hospital during the official hours of operation.

EFFECTIVE DATE: 01/01/83

SUPERSEDES:

REVISED: 09/86, 09/89, 10/92, 06/95, 02/99, 09/04, 05/14

REVIEWED: 01/02, 09/04, 08/10, 05/14, 08/17

REVIEWED COMMITTEE: N/A

APPROVED BY: _____

Kim McKenzie, RN, MSN, CPHQ
Chief Executive Officer

Anish Mahajan, MD
Chief Medical Officer

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

Signature(s) on File.