COUNTY OF LOS ANGELES   **DEPARTMENT OF HEALTH SERVICES**

HARBOR-UCLA MEDICAL CENTER

SUBJECT: **PERSONAL COMPUTERS, PERIPHERALS**   **POLICY NO. 514**
             AND SOFTWARE

PURPOSE:
To establish procedures for review, approval and issuance of County personal computers, peripheral devices and software purchases.

POLICY:
Harbor-UCLA Medical Center will ensure all requests for personal computers (PC), peripheral devices and software purchases are to be reviewed by Information Systems.

PROCEDURE:
Approval of PCs will be based on the needs of the department/service, using the following criteria:
- Intended use of the PC (e.g., application)
- Regulatory requirements (e.g., State, Federal)
- Accreditation (e.g., The Joint Commission)
- Current Inventory/Upgradability
- Hospital PC Standards
- Authorized user

Peripherals and software will also be reviewed for applicability and appropriateness with respect to the intended purpose, available technology and set standards. Standards are determined by Information Systems based on the Los Angeles County Consolidated Computer Purchase (CCCP) Program, the Department of Health Services' directives and the needs of the Medical Center. Exceptions to standards are handled on a case-by-case basis.

Requests for Standard Hardware and Software
A. Department/Service
    1. Completes online GHX requisition. The online requisition must include a detailed justification for the request and impact to patient care, patient safety and/or operations if not purchased. If request is for

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EFFECTIVE DATE: 7/95

                                                       SUPERSEDES:

REVISED: 1/02, 3/05, 7/10, 6/15, 8/18
REVIEWED: 7/10, 6/15, 8/18
REVIEWED COMMITTEE:

APPROVED BY: _____   _____
                             Kim McKenzie, RN, MSN, CPHQ   **Anish Mahajan, MD**
                             Chief Executive Officer   **Chief Medical Officer**

                                       _____
                                       Patricia Soltero Sanchez, RN, BSN, MAOM
                                       Chief Nursing Officer
Signature(s) on File.

replacement equipment, the workstation number and/or asset tag number should be included in the justification section.

2. Completes CCCP form for purchase of agreement items greater than $5,000. Attaches form to the GHX requisition.
3. The GHX requisition is electronically routed to Information Systems for review. as specified by the requestor's department procedures.

B. Information Systems
1. Receives and reviews the online requisition as part of the Commodity Review process.
2. If applicable, reviews the CCCP form and obtains necessary signatures from DHS CIO and County CIO representative.
3. Based on review, approves or denies online requisition. If denied, provides reason for denial.

Requests for Non-Standard Hardware
A. Department
1. Completes online requisition. The online requisition must include a detailed justification for the request and impact to patient care, patient safety and/or operations if not purchased. If request is for replacement equipment, the workstation number and/or asset tag number should be included in the justification section.
2. Completes the CCCP form for non-standard requests and attaches to the online requisition.
3. Electronically route the online requisition as specified by the requestor's department procedures.

B. Information Systems
1. Receives and reviews the online requisitions as part of the Commodity Review.
2. Reviews the Online Requisition Requests for compatibility with IT environment and appropriateness for intended use.
   - If compatible and appropriate, continue processing request. Reviews the CCCP form and obtains necessary signatures from DHS CIO and County CIO representative. If not compatible or will not meet the intended use, denies the online requisition and includes reason for denial.

Requests for Non-Standard Software
Requests for non-standard software require extensive review and are handled on a case-by-case basis.
Requesting department should contact Information Systems at extension 2181 regarding the submission of an Information Technology Project Initiation Request.