

HARBOR-UCLA MEDICAL CENTER

SUBJECT: ISSUANCE OF CELLULAR TELEPHONES

POLICY NO. 515

PURPOSE:

To establish procedures for the issuance and use of County purchased cellular telephones, including hand-held, portable, vehicle-mounted communication devices, and PC data cards (aka, air cards).

POLICY:

Harbor-UCLA Medical Center follows these criteria applying to all communication devices purchased by Harbor-UCLA Medical Center/Coastal. Coordinating the acquisition, management and issuance of cellular telephones is the responsibility of the Cellular Telephone Coordinator. Approval for cellular telephone is restricted to the Chief Executive Officer (CEO) or designated representative.

The issuance of cellular telephones is restricted to employees that must travel frequently and are required to conduct County business while away from their assigned facility and/or provide after-hours support. Users are required to audit their own cellular telephone bill upon receipt. Users must reimburse the Department of Health Services for any calls placed, not pertaining to County. Extra services such as texting, internet**, 411 inquires, must not be used. Users are to reimburse the County for use of extra services.

PROCEDURE:

I. REQUESTS FOR CELLULAR TELEPHONE

A. Requesting Department/Service

1. Request is submitted to Hospital Administration for CEO approval. Request must include:
 - Justification for need
 - Impact if the request is denied
 - Work location and telephone number of person utilizing the cellular telephone
 - Duration of usage of cellular telephone
 - Name of immediate supervisor
 - Work location and telephone number of supervisor

** PC Cards and Blackberry devices exempt as data plans are included in service. Use of internet must be for County business.

B. Chief Executive Officer or Designee

1. Reviews justification submitted by the requesting department/service.

EFFECTIVE DATE: 3/99

SUPERSEDES:

REVISED: 1/05, 7/10, 2/11, 4/18

REVIEWED: 12/14, 4/18

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.

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2. Approves or denies request, based on needs.
3. Forwards approved cellular telephone request to Information Systems Administrative Services for processing.

C. Information Systems Administrative Services

1. Upon obtaining final approval by Hospital Administration, the Cellular Telephone Coordinator will submit the appropriate documentation to the County agreement vendor to order the cellular telephone.

II. ISSUANCE OF CELLULAR PHONES**A. User**

Each cellular telephone user must sign an agreement indicating that s/he has been advised that the telephone is to be used to conduct County business.

B. Cellular Telephone Coordinator

1. The Cellular Telephone Coordinator will discuss the agreement and procedures with the user, ensuring that s/he was notified of the responsibilities, including financial responsibilities and consequences for not adhering to the agreement.
2. The Cellular Telephone Coordinator maintains the original signed agreement in the Cellular Telephone file. The user can request a copy for his/her records.

III. AUDITING CELLULAR TELEPHONE BILLS**A. Cellular Telephone Coordinator**

1. The Cellular Telephone Coordinator will send out the cellular bills each month.
2. The Cellular Telephone Coordinator will maintain the billing records for a minimum of 3 years.

B. User

1. The user and their supervisor must review and sign the bill. The user must reimburse the County at a rate of \$0.25/minute for non-County related calls, regardless of the charge indicated on the bill. Payments are to be made at the Cashier's Office, Main Unit, 1-A-1. The cellular bill and original receipt (if applicable) are to be returned to Information Systems, D3.5 (Box 503).