

HARBOR-UCLA MEDICAL CENTER

SUBJECT: INTRACAMPUS TRANSPORTATION FOR LIMITED AND NON-AMBULATORY PATIENTS

POLICY NO. 367

PURPOSE:

To ensure that transportation is provided for patients needing assistance from the main hospital to campus clinics.

POLICY:

Harbor-UCLA Medical Center's Intra-Campus Transportation Program provides transportation to patients needing assistance getting from the main hospital building and the outlying clinic areas, (i.e., RB-2, N-24, the Imaging Center, etc.) or between the outlying clinic areas and the main hospital building, the shuttle bus or the Imaging Center van shall be utilized.

The Imaging Center van operates between 7:30 a.m. and 6:00 p.m. Monday through Friday.

The campus shuttle circulates the hospital campus Monday through Friday, 6:30 am to 4:00 pm, and offers extended (after-hours) service from 4:00 pm to 1:00 am. The shuttle circulates the campus, and travels to Parking Lot V (located on Vermont Avenue) for passenger pick-up and transport to the main hospital.

It takes the shuttle approximately 20 minutes to circulate the campus, depending on the services rendered. The shuttle stops are identified on the Harbor-UCLA Medical Center (HUCLA) campus map (Attachment I).

The departure point for extended (after-hours) shuttle service is located at the 1st Floor Pharmacy north exit. At their designation, this service will transport passengers to their vehicle in any of HUCLA's on and off-site parking lots.

EFFECTIVE DATE: 3/96


SUPERSEDES:

REVISED: 3/99, 2/05, 1/09, 5/14, 10/17, 1/20

REVIEWED: 3/99, 8/06, 1/09, 5/14, 10/17, 1/20

REVIEWED COMMITTEE: N/A


APPROVED BY:



Kim McKenzie, RN, MSN, CPHQ
Chief Executive Officer



Anish Mahajan, MD
Chief Medical Officer



Nancy Blake, PhD, RN, NEA-BC, FAAN
Chief Nursing Officer

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Shuttle Hours for Campus:

6:30 am – 7:30 am V-Lot and Park & Ride
7:35 am – 10:15 am Main Hospital Campus Circulation
10:20 am – 10:45 am Out-of-Service (Driver Lunch Break)
10:50 am – 3:30 pm Circulates Campus
3:30 pm – 4:00 pm Lot V and Park & Ride, on request
4:05 pm – 1:00 am Shuttle passenger pick-up at Outpatient Pharmacy North Exit to requested Campus location including parking lots (Normandie/Carson, LA BioMed, Lot V and Park & Ride.

Extended Schedule Shuttle Hours

Pick-up/Departure - 1st Floor Pharmacy North Exit:

6:00 pm – 7:45 pm N-24 and additional N-Building when services are needed.
7:50 pm – 8:20 pm Out-of-Service (Driver Lunch Break)
8:25 pm - 1:00 am 1st Floor Pharmacy North Exit to passenger's vehicle

PROCEDURE:

Harbor-UCLA's appropriate staff shall accompany patients with serious and/or debilitating conditions. The shuttle will not service passengers to outlining curbside parking or bus stops. Shuttle transportation service is not provided on weekends and Holidays.

To access the Imaging Center van, the appropriate physician, clinic manager, or nursing supervisor shall contact the Imaging Center (310) 222-2801 and request transportation services. The desired time and designated location for patient pick-up and drop-off shall be provided to Imaging Center Staff.

To access the Harbor's shuttle service during normal business hours, the appropriate physician, clinic manager, or nursing supervisor shall contact the Facilities Management Office at (424) 306-8501.

Additional Shuttle Service:

Shuttle Services is provided to and from Family Medicine located at 1401 Lomita Blvd. Approximately 5-10 patient shuttle referrals are requested per month. Round trip from Harbor-UCLA to Bay Harbor is seven (7) miles with the approximate trip time of 25 minutes.

Note: One-mile distance from hospital's Outpatient Pharmacy North Exit shuttle stop to Caltrans Park & Ride lot on Carson/Figueroa Streets.

If additional information, you may contact Facilities Management at (424) 306-8501 from 6:00 am – 3:30 pm.



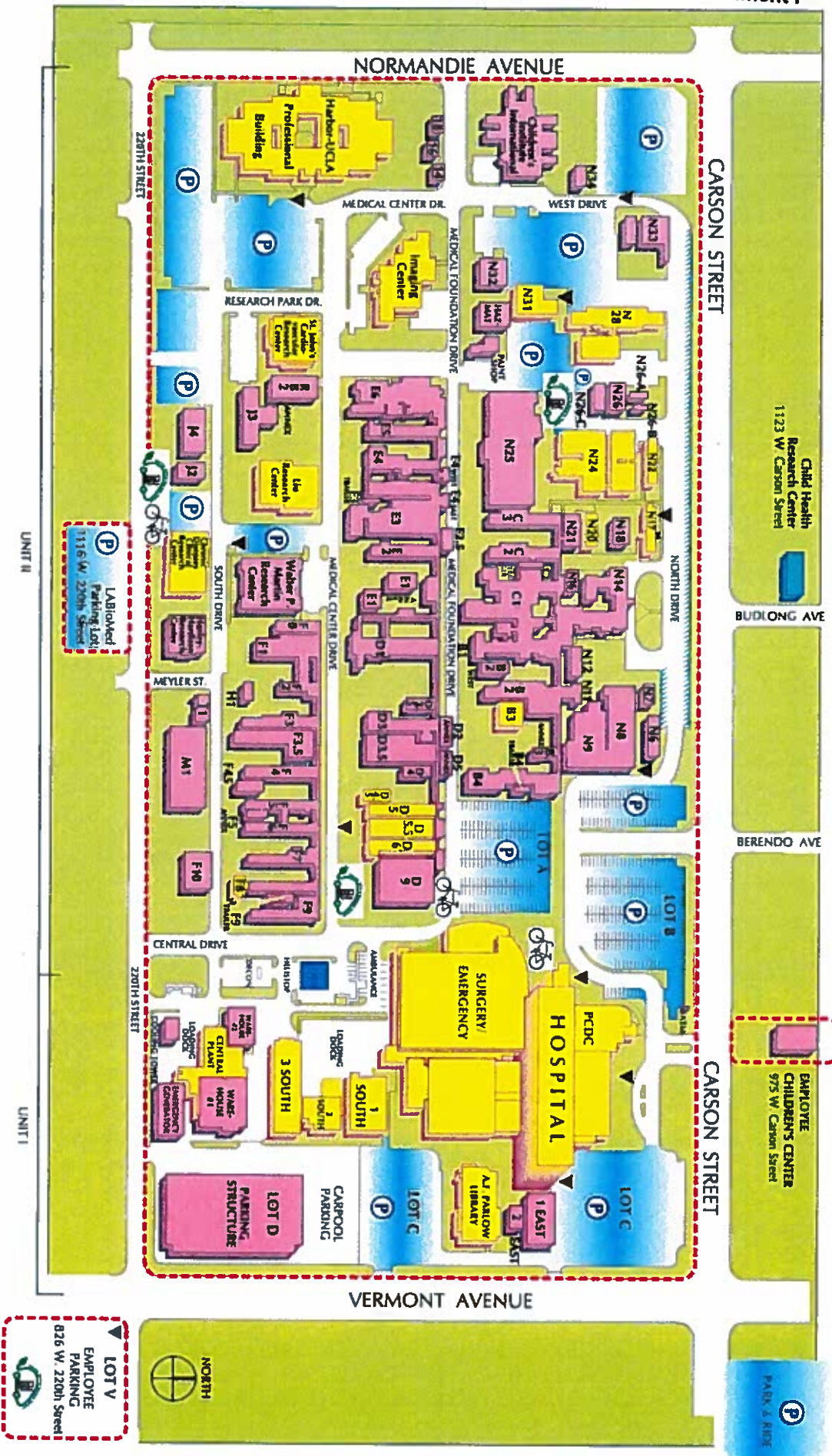
Harbor-UCLA
MEDICAL CENTER

Campus Plan Plano del Hospital



1000 West Carson Street, P.O. Box 29110, Torrance, CA 90509-2910
(310) 222-2345

Attachment I



HS1764-00A 11/14

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Hospital Planning & Architecture 11/14

Patient Service Building
Edificios para atención al paciente

Campus Building
Edificios en los terrenos del hospital

Patient/Visitor Parking
Estacionamiento para visitantes y pacientes

Shuttle Bus Stops
Parada del autobús

Smoke and Tobacco Free Campus
Este es un Campus libre de humo y tabaco

Electric Vehicle Charging Stations
Estaciones de Carga de Vehículos Eléctricos

Employee Bicycle Cagellectas
Bicicletas de Empleados

UNIT II

UNIT I

LOT V
EMPLOYEE PARKING
026 W. 220th Street

Building	Department/Function	Building	Department/Function	Building	Department/Function	Building	Department/Function
975 W. Carson St.	Employee Children's Center	E-1	LABioMed	N-14	LABioMed - Administration		
1403 Lomita Blvd.	Family Health Center/Family Medicine	E-1 Annex	LABioMed	N-16	LABioMed - Administration		
826 W. 220th St.	Environmental Services/Sheriff	E-2	LABioMed - Medicine	N-17	Language Center/Snack Bar		
1 East	Surgery/Anesthesiology	E-2.5	LABioMed - Network Operations Center	N-18	Clinical Professional Development/Nursing		
2 East	Telecommunications	E-3	LABioMed - Pituitary Hormone Center	N-20	Audiology Clinic		
1 South	Inpatient Psychiatry	E-4	LABioMed - Med./Peds./Psych.	N-21	LABioMed - Administration		
2 South	Outpatient Psychiatry - AMU/ABLE	E-4 Trailers	LABioMed - Family Medicine/IT	N-22	Clinical Social Work/Outpatient Pharmacy		
3 South	Patient Financial Services	E-5	LABioMed - Pediatrics	N-24	Outpatient Clinics		
A.F. Parlow Library	Medical Library	E-6	LABioMed - Anes./Med./Path./Surgery	N-25	Finance/Pediatrics/Neurology/ Nurse Recruitment & Retention Center (NRC)		
B-1	LABioMed - Medicine/Pathology	F-0	LABioMed	N-26	Child Center		
B-2	LABioMed - Administrative Records	F-1	LABioMed	N-26 C	K.I.D.S. Clinic		
B-2 West	School of Radiologic Technology	F-2	LABioMed	N-28	Women's Health Care Clinic		
B-3	Psychiatry	F-3	Facilities Management	N-31	Occupational Therapy/Physical Therapy		
B-3 Annex	Medical Records	F-3.5	Facilities Management	N-32	Environmental Health & Safety		
B-4	LABioMed - Pediatrics/Psychiatry	F-4	Facilities Management/Hospital Plan. & Arch.	N-33	LABioMed - Options for Recovery		
B-4 Trailer	LABioMed - Surgery	F-4.5	Information Systems Administrative Services	N-34	DHS - Child Health Disability & Prevention		
C-1	LABioMed - Medicine	F-5	Storage	Paint Shop	Facilities Management		
C-2	LABioMed - Medicine/Obstetrics & Gyn./Pathology	F-6	Storage	PCDC	Primary Care & Diagnostic Center		
C-2 Trailer	LABioMed - Administration	F-7	Surgery	Professional Building	Medical Foundation Inc.		
C-3	LABioMed - Surgery	F-8	Resource Center/Human Resources	Research Facilities: Chronic Diseases Clinical Research Center	LABioMed - Medicine		
CI1	Children's Institute International Burton E. Green Center	F-9	Storage				
		F-10	Quality Assessment Resource Management				
Cottage #14	Public Health	H-1	LA County Transportation				
Cottage #16	Home Health Care	HAZMAT	Storage				
Cottage #18	Medical Records	Hospital	Outpatient and Inpatient Services				
D-1	LABioMed	Imaging Center	Diagnostic Imaging Center				
D-2 Annex	LABioMed - Psychiatry	I-2	LABioMed - Medicine	Saint John's Cardiovascular Research Center	LABioMed - Medicine/Surgery		
D-2.5	Psychiatry	I-3	LABioMed - Medicine	Steve C. K. Liu, MD & Milly Liang Liu, MD Research Center	LABioMed - Clinical Translational Research Center/ Medicine/Pediatrics		
D-3	LABioMed - Obstetrics & Gynecology/Medicine	I-4	LABioMed				
D-3.5	Finance/Information Management	M-1	Facilities Management	Walter P. Martin Research Center	LABioMed - Medicine/Obstetrics & Gyn/Pediatrics		
D-4	Information Management	N-6	Medical Records				
D-4.5	Outpatient Psychiatry	N-7	Surgery	Child Health Research Center 1123 W. Carson Street	LABioMed - Pediatrics		
D-5/D-5 Annex	Outpatient Psychiatry	N-8	Radiology Files				
D-5.5	Outpatient Psychiatry	N-9	Medical Records Chart Files	T-1	Facilities Management		
D-6	Outpatient Psychiatry	N-11	Radiology	WH #1	Warehouse #1 - Supply Chain Operations		
D-9	Emergency Medicine	N-12	LABioMed - Human Resources	WH #2	Warehouse #2 - Supply Chain Operations		