



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: PAGER REQUESTS

Policy No.: A330

Supersedes: June 16, 2000

Revision Date: December 3, 2015

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PURPOSE:

To establish procedures and guidelines for procurement of pager services.

POLICY:

The Voice Communications Manager will oversee the distribution and maintenance of hospital-issued pagers.

PROCEDURE:

- A. The requesting department shall prepare an Information Services Request (ISR) with justification, and send to the Help Desk. The request must be signed by the Department Head or Service Chief.
- B. Guidelines to consider when requesting paging service:
 - 1. The User is frequently unavailable by normal means (i.e., phone, electronic mail, fax, etc).
 - 2. The User is frequently required to be in communications with his department.
 - 3. It is necessary for the User to have the ability to be contacted for County related business.
- C. The Voice Communications Manager shall review and evaluate all requests for pagers.
- D. The requestor will be contacted to pick up and sign for the pager. Each person assigned a County owned personal pager is responsible for the safe keeping of their pager.
- E. Lost or stolen pagers must be immediately reported to the Voice Communications Manager.
- F. The Voice Communications Manager will, when necessary, arrange for repair of damaged pagers. Replacement batteries will be issued from the Telephone Operator's Office in Bldg. 100.
- G. Pagers must be returned to the Voice Communications Manager upon termination of service from Rancho Los Amigos.

FT:ad

EFFECTIVE DATE: November 30, 2000

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

Signature(s) on File.