



Rancho Los Amigos National Rehabilitation Center

POLICY AND PROCEDURE

ADMINISTRATIVE PHYSICIAN SUPPORT OFFICES

**SUBJECT: SENDING TEXT MESSAGES VIA
ALPHA-NUMERIC PAGERS**

Reviewed on: April 2015

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POLICY:

All clinical staff under the administrative oversight of the Administrative Physician Support Offices are assigned alpha-numeric pagers. There shall be a mechanism for sending text messages to clinical staff.

PROCEDURE:

To send a text message to the alpha-numeric pager:

1. From Outlook, create "new mail".
2. . In the "To" section, type in the ten-digit pager number and the e-mail address (ex: 5624660111 @myairmail.com) .
3. Enter desired "Subject" in appropriate section.
4. Type message in appropriate section.
5. Hit <send>.

EFFECTIVE DATE: April 2015

COUNTY OF LOS ANGELES · DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

Signature(s) on File.