



**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FINANCE DEPARTMENT POLICY & PROCEDURE**

SUBJECT: **POLICY FOR REVIEW AND CHANGE OF
FINANCE DEPARTMENT ORGANIZATIONAL
CHART**

Policy No: **101.4**
Revision No.: **1**
Revision Date: **March 1999**
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I. POLICY:

The Finance Department is organized around two (2) separate, but related divisions to provide maximum support to the central theme of the medical center. These divisions are:

- Expenditure Management
- Revenue Management

II. RESPONSIBILITY:

The Chief Financial Officer, after approval of the Chief Executive Officer, has the authority to organize and reorganize existing staffed operations to promote the highest level of efficiency.

III. PREPARATION:

Organizational and functional charts will be reviewed and updated annually for functional and position correctness. Organizational charts will be prepared by each section/unit and will depict the following:

1. Number and title of each position.
2. Name of each person holding the position.
3. Total number of personnel for the organization being charted.
4. Approval of Chief Financial Officer and date.

IV. ORGANIZATIONAL CHANGE:

When a divisional Chief/Section Head wishes to make an organizational change not involving additional staffing, he/she must obtain approval through the chain of command.

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

EFFECTIVE DATE: January 1, 1994

Reviewed: April 2003
Reviewed: October 2004
Revised: November 2005

APPROVED BY: