



Rancho Los Amigos National Rehabilitation Center

INFORMATION MANAGEMENT SERVICES

POLICY AND PROCEDURE

SUBJECT: ORGANIZATIONAL CHARTS

Policy No.: 101
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Page: 1 of 1

I. PURPOSE:

To specify the lines of authority and responsibility.

II. POLICY:

In accordance with the organizational framework as approved by the Department of Health Services (DHS), a functional organizational chart of Information Management Services (IMS) shall be developed to illustrate the major lines of authority and responsibility, ensuring that all important work related to the mission of IMS is performed and that overlap and duplication are eliminated or minimized.

The functional IMS Organizational Chart must at least:

1. Identify each major position and/or department and its relationship to the Chief Information Officer (CIO) of Information Management Services.
2. Be approved by the Chief Information Officer of IMS.

Additional formats of the IMS Organizational Chart may be developed as requested by the CIO to meet specific ad hoc needs of Human Resources, Finance, Administration, DHS Administration, or other departmental organization/agency. Such specific ad hoc charts will be reviewed and approved by the CIO before distribution. Electronic files of the formal functional chart and any additional approved charts will be maintained in a secure IMS folder on the network.