



# Rancho Los Amigos National Rehabilitation Center

## INFORMATION MANAGEMENT SERVICES

### POLICY AND PROCEDURE

---

**SUBJECT: IMS POLICIES & PROCEDURES MANUAL**

**Policy No.:** 112  
**Supersedes:** 6/25/03  
**Revision Date:** 5/08/13  
**Page:** 1 of 2

---

**I. PURPOSE:**

To assist Information Management Services (IMS) in providing effective support to Rancho Los Amigos National Rehabilitation Center (RLANRC) while meeting accreditation requirements.

**II. POLICY**

The IMS Policies and Procedures Manual (IMS P&P) shall be maintained throughout the year and a yearly review will be conducted to ensure that all policies and procedures remain up to standard.

**III. PROCEDURE:**

IMS P&Ps are revised or developed by a section head. The proposed IMS P&P (or revision) is submitted to the Chief Information Officer (or designee) for review and approval.

REVISED IMS POLICIES & PROCEDURES

Identify the revision(s) to the IMS P&P by Bolding, Underlining, or Italicizing areas to be modified. Two "stakeholders" in IMS, i.e., Chief Information Officer and a Section Head must approve the revision(s).

NEW IMS POLICIES & PROCEDURES

Two "stake holders" in IMS must approve the proposed IMS P&P, i.e., Chief Information Officer and a Section Head.

POSTING P&P ON RANCHO'S INTRANET

IMS shall submit approved revised/new P&P to the Site Administrator (or designee) who will post the P&P and corresponding attachments on Rancho's Intranet.

MAINTAINING THE IMS P&P MANUAL

IMS shall maintain the IMS P&P Manual as specified in this policy.

NOTE: Revisions or proposed Administrative Policies & Procedures follow the same developmental cycle as above, with exception to the approval process noted below:

REVISED ADMINISTRATIVE POLICIES & PROCEDURES

The approved Administrative P&P is submitted to Administrative Support Staff, who will forward the revised P&P to the RLANRC Operations Council for review and final approval.

---

EFFECTIVE DATE:  
APPROVED BY:

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

**SUBJECT:**

**Policy No.:**  
**Supersedes:**  
**Page:** 2 of 2

---

**NEW ADMINISTRATIVE POLICIES & PROCEDURES**

The approved Administrative P&P is submitted to Administrative Support Staff, who will forward the proposed P&P to the RLANRC Operations Council and the Executive Council for review and final approval.

**CROSS REFERENCE:**

RLANRC Administrative Policy A100.