

Rancho Los Amigos National Rehabilitation Center INFORMATION MANAGEMENT SERVICES POLICY AND PROCEDURE

SUBJECT: CELLULAR TELEPHONE SERVICE

Policy No.: 405 Supersedes: 10/5/95 Revision Date: 5/11/2000

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I. PURPOSE:

To establish responsibility, procedures and guidelines for procurement and use of cellular telephone services by employees of Rancho Los Amigos National Rehabilitation Center (RLANRC).

I. PROCEDURE:

Information Management Services (IMS) is governed by RLANRC Administrative Policy.

CROSS REFERENCE:

RLANRC Administrative Policy A318.1.

EFFECTIVE DATE: APPROVED BY:

1/27/94 Jerry Cernik COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

Revised: 5/11/2000