



Rancho Los Amigos National Rehabilitation Center

INFORMATION MANAGEMENT SERVICES

POLICY AND PROCEDURE

**SUBJECT: OPERATING ROOM SCHEDULING
SYSTEM (ORSOS)**

Policy No.: 603

Supersedes: New
Date: 09/04/03
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I. PURPOSE:

To prevent the loss of ORSOS information when the system is down.

II. POLICY:

Controlling and issuing authorization to ORSOS is the responsibility of the ORSOS System Administrator. Only the System Administrator or alternate is to issue user ID's and passwords. The telephone numbers for ORSOS System Administrators are:

System Administrator, (562) 401-7500
Alternate System Administrator, (562) 401-7303

III. PROCEDURE:

1. Notify the ORSOS System Administrator that the system is down.
2. The Scheduling Office staff will manually create the Operating Room (OR) schedule.
3. Post-Case data will be recorded on the Record of Operation/Report of Minor Surgery form.
4. After the system is operational, the ORSOS System Administrator will notify the users that the system is operational.
5. The Scheduling Office staff will update ORSOS with the information from the handwritten/typewritten schedule(s) and from the Record of Operation/Report of Minor Surgery.

EFFECTIVE DATE:
APPROVED BY:

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES