

**OLIVE VIEW-UCLA MEDICAL CENTER
MEDICAL ADMINISTRATION
POLICY & PROCEDURE**

**NUMBER: 2083
VERSION: 4**

SUBJECT/TITLE: OUTGOING EMPLOYEES

POLICY: When an employee on the medical staff leaves county service, the Medical Staff Office immediately removes the employee from Cactus.

PURPOSE: To update the Hospital Information System (HIS) on outgoing employees and to comply with HIPAA policies.

DEPARTMENTS: MEDICAL ADMINISTRATION

DEFINITIONS:

PROCEDURE:

References:	
Approved by: Rima Matevosian (Chief Medical Officer)	Date: 01/29/2020
Review Date: 01/29/2023	Revision Date:
Distribution: Medical Administration	
Original Date: 01/29/2020	