

**OLIVE VIEW-UCLA MEDICAL CENTER
NEUROLOGY DEPARTMENT
POLICY & PROCEDURE**

**NUMBER: 2154
VERSION: 2**

SUBJECT/TITLE: MAINTENANCE OF HEALTH CLEARANCE AND PROFESSIONAL LICENSE

POLICY:

Annual Health Clearance

Employees must renew their health clearance annually. Employee Health keeps a master log of due dates and sends monthly notices to the department indicating which members will come due for their annual health clearance, with 1½ months lead time. The department secretary informs those individuals of their need to renew their health clearance by the deadline. It is the employee's responsibility to schedule a health clearance appointment with Employee Health before the expiration date. The secretary will periodically remind an employee as the date approaches, but it is ultimately the individual's responsibility. If an employee's health clearance lapses, the employee may not report to work until it is restored.

Professional License

Physicians must maintain an active state medical license at all times. The California Medical Board sends renewal notices to physicians with more than two months lead time. In addition, the hospital's Medical Staff Office sends reminder notices to the department one month before a physician's license is due to expire, and the secretary transmits this reminder to the physician. (This is sufficient time for the on-line renewal process, which takes one day.) As the expiration date approaches, the Medical Staff Office also follows up with phone calls if necessary. It is the physician's responsibility to renew the license before it expires. Expiration of a license will result in immediate loss of all clinical privileges and loss of membership in the Professional Staff Association.

Contracting EEG and EMG technologists must maintain an active business license and annual health clearance. Confirmation of both is part of the periodic contract monitoring performed by the department in conjunction with the Contracts Office.

PURPOSE: To keep prerequisites for work up to date

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DEPARTMENTS: NEUROLOGY

DEFINITIONS:

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References:	
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