

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

NUMBER: 5

VERSION: 3

SUBJECT/TITLE: INJURIES TO HOSPITAL VOLUNTEERS

POLICY: Injuries incurred by hospital volunteers in the performance of their assigned functions will be reported immediately to their immediate supervisor and the Olive View – UCLA Medical Center Volunteer Programs Director.

Any medical bills related to an injury to a volunteer while performing functions within the scope of his/her volunteer assignment, and which are not paid by the volunteer's own personal health insurance plan, will be submitted to Los Angeles County Chief Executive Officer's Risk Management Division, which in turn will submit them to the County volunteer workers accident insurance carrier for payment.

PURPOSE: To define OVMC policy on reporting injuries to hospital volunteers when incurred within the scope of their volunteer assignment and that occur at or in the vicinity of the hospital.

DEPARTMENTS: All

DEFINITIONS:

PROCEDURE: The immediate supervisor should refer the volunteer to the emergency department for initial treatment and notify the Volunteer Programs Director. The volunteer should not be referred to the County workers' compensation physician.

Initial treatment received by the volunteer in the emergency department for injuries incurred within the scope of his/her volunteer assignment shall not be billed.

The immediate supervisor should complete a Patient Safety Net (PSN) report of injury or Event Notification Form to indicate that the injury being reported occurred within the scope of his/her volunteer assignment; and provided to the Volunteer Programs Director for review and submission to Hospital Administration.

If further treatment is necessary, the volunteer should be referred to his/her own private physician. For any subsequent treatment, the Volunteer Programs Director shall assist the volunteer in completing a Signa Life and Accident Insurance Claim in duplicate. The attending physician should complete and sign both copies

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of the attending physician's statement on the claim form and return both copies to the Volunteer Programs Director along with any related bills. The Volunteer Programs Director shall submit the claim forms and bills to hospital administration for transmittal to the County Chief Executive Office's, Risk Management Division.

Exception: When an OVMC provider is the volunteer's private physician, the Signa Life and Accident Insurance Claim form should be submitted directly to Hospital Administration.

References:	
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