

**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
REVENUE MANAGEMENT
POLICY & PROCEDURE**

**NUMBER: 770
VERSION: 1**

SUBJECT/TITLE: USE OF COUNTY TELEPHONES

POLICY: All calls from County telephones have message charges; even local calls. County Policy restricts the use of County telephones to business purposes only.

All personal calls must be made from pay telephones. Abuse of County telephones or Compass Authorization cards may be grounds for disciplinary action, up to and including discharge.

PURPOSE:

DEPARTMENTS: REVENUE MANAGEMENT

DEFINITIONS:

PROCEDURE:

References:	
Approved by: Lisa Cruz (Assistant Hospital Administrator)	Date: 12/27/2010
Review Date: 06/27/2019	Revision Date:
Next Review Date: 06/27/2022	
Distribution: Inpatient Financial Services, Patient Access, Patient Access Registration, Revenue Management	
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