

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

NUMBER: 1576
VERSION: 1

SUBJECT/TITLE: ANNUAL HEALTH REQUIREMENTS

POLICY: ANNUAL HEALTH REQUIREMENTS

PURPOSE: To ensure staff comply with Annual Health Requirements in a timely manner.

DEPARTMENTS: REVENUE MANAGEMENT

DEFINITIONS:

PROCEDURE: **I. Employees' Health Services**

A. Employees' Health Services (E.H.S.) sends notification via e-mail to the Divisions for employees who are due for their annual health requirements the following month.

II. Division Secretaries

A. Upon notification from E.H.S., secretaries immediately notify the supervisors of the employees who are due for their annual health requirements.

1. Requests supervisor to confirm date employee completes requirements.

B. Notifies E.H.S. of employees who are on leave, vacation, or no longer works in the department.

C. Sends reminder e-mail to employees' direct supervisor within 2 weeks after initial notification if confirmation has not been received.

D. Notifies Division Head one week before due date if employees have not complied.

III. Division Head

A. Personally contacts employees' immediate supervisor to ensure employee complies with annual health requirements by the deadline.

SUBJECT/TITLE: ANNUAL HEALTH REQUIREMENTS

Policy Number: 1576

Page: 2

References:	
Approved by: Katherine Salcido (Assistant Hospital Administrator III)	Date: 10/06/2010
Review Date: 10/06/2013	Revision Date:
Distribution: Revenue Management	
Original Date:	