



COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES

Policy Title:	OFFICIAL HOURS OF OPERATION		
Category:	9 - Leadership	Policy No.:	936
Originally Issued:	5/15/2008	Update (U)/Revised (R):	5/2/2017
Distribution:	Hospital-Wide <input checked="" type="checkbox"/>	If not Hospital-Wide, Other:	

PURPOSE:

To establish operating hours for Olive View-UCLA Medical Center.

DEFINITION(S):

None

POLICY:

All inpatient and emergency services at Olive View-UCLA Medical Center are open 24 hours per day every day.

Administrative offices and outpatient service hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Clinics, Nursing, and Medical Departments may vary from this schedule, as necessary, to better serve Olive View-UCLA Medical Center patients.

Any requests to change hours of office or administrative type functions must be submitted to and approved by the Chief Executive Officer.

The hospital entrances in the first and second floor lobbies shall be closed to public access after 8:00 p.m., daily. The Emergency Department entrance will remain open 24 hours per day and serve as the main entrance after hours.

PROCEDURE:

None

ATTACHMENTS/FORMS:

None

REFERENCE(S)/AUTHORITY:

DHS Policy 302, "Official Hours of Operation"

APPROVED BY:

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