

# LAC+USC MEDICAL CENTER POLICY

Subject: <b>POSTING OF WRITTEN INFORMATION, NOTICES, AND FLYERS</b>	Original Issue Date: 1/01/97	Policy # <b>136</b>
	Supersedes: 8/9/16	Effective Date: 8/21/20
Departments Consulted: Office of Risk Management Office of Regulatory Affairs Safety Office Office of Human Resources Quality Improvement	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by: (Signature on File) Chief Medical Officer  (Signature on File) Chief Executive Officer

## PURPOSE

To establish uniform guidelines for the posting of written information, notices, and flyers within LAC+USC Medical Center facilities for patients, visitors, and staff.

## POLICY

The LAC+USC Medical Center shall implement the following uniform standards for the posting of information:

- Postings directly related to County business: Regulatory, emergency, or professional area-specific postings, shall clearly identify the official source, and/or reference, regulatory requirement, Board order, Department of Health Services directive, Medical Center Committee, or collective bargaining agreement and include an ID # with date of printing. Local "approval to post" is not required.
- All other postings in public areas (County or non-County material) must include the written approval of the Chief Executive Officer or designee.
- Space shall be provided and maintained for designated material for public information, patient education, employment opportunities, and employee training.
- Posting of material directly on walls or doors is prohibited. All postings must be mounted on a permanently installed bulletin board. Easels are prohibited as obstructions by fire code.
- County Ordinance No. 2292 prohibits solicitation in any building or on any property of the County of Los Angeles by any person, firm, or corporation. Such notices shall not be posted. This applies to all areas (public and private).
- Posting of Union literature will be in compliance with the appropriate Memoranda of Understanding.

## PROCEDURE

All non-regulatory postings will include the name and telephone extension of the party responsible for posting/removal; written "approval to post", signed by the Chief Executive Officer or designee; the approval date; and a statement of "permanent posting" or an expiration date.

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Area Managers are responsible for ensuring that:

- All applicable regulatory postings are displayed in their area(s); all non-regulatory postings comply with this policy; and all non-regulatory postings are removed within 2 working days when expired or no longer required by the posting party.

The following postings must include the official source/reference and print date, but **do not** require Chief Executive Officer or designee approval:

- Regulatory Postings
  - Americans with Disabilities Act Information
  - Blood Bank Notice of free anonymous HIV test location
  - Breast Cancer Screening or Biopsy Site
  - CAL/OSHA Standards and Notices
  - Charge master Availability
  - Charity Care and Discount Payment Policy Notice
  - Community Services Notices - Emergency Medical Treatment and Active Labor Act (EMTALA)
  - Ethics Resource Committee Notices
  - Fire Permits
  - Human Trafficking
  - Hospital License
  - Infant Feeding Policy
  - Interpreter Services
  - Safety Data Sheets
  - Mental Health Patient's Rights/ Complaint Procedure
  - Minimum Wage Information
  - Newborn Safe Surrender Site
  - Notice to Consumers
  - Notice of Privacy Practices
  - Notice to all County Employees - County is self-insured for Workers' Compensation
  - Obstetrical Care Notice
  - Outpatient Prostate Cancer Screening
  - Patients' Rights
  - Pharmacy (Emergency Contraception)
  - Proposition 65 (cancer causing chemicals or reproductive toxicity)
  - Smoking
  - Visiting Hours and Rules
  - Your Rights Under The Family Medical Leave Act of 1993
  - Others as required by law, local ordinance, code, accreditation standards and/or Department of Health Services
- Emergency Postings
  - Disaster Procedures
  - Emergency Procedures (CPR, etc.)

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Emergency Telephone Numbers  
Evacuation Procedures  
Fire Procedures  
Hazardous Spill Procedures  
Person In Distress (“Man Down”)

- Professional Area-Specific Postings
  - Blood Drive Notices
  - Meeting Notices
  - Professional or Educational Material

The following **do** require written approval of the Chief Executive Officer or designee:

- Advertisements for research studies
- Health related information directed at patients
- Any notice not listed under Regulatory, Emergency, or Professional Area-Specific Postings

## **REFERENCES**

Code of Federal Regulations, Title 29, Part 825 - FMLA  
 Code of Federal Regulations, Title 42 Section 489.20(q) - EMTALA  
 Code of Federal Regulations, Title 45, Part 164, Section 164.520(c) – Notice of Privacy Practices  
 Code of Federal Regulations, Title 64, Part 36070 and 36072 – Patients’ Rights  
 California Labor Code, Section 3550 - Workers' Compensation (self-insured)  
 California Code of Regulations, Title 8 - CAL/OSHA Standards  
 California Code of Regulations, Title 16, Section 1707.06 – Emergency Contraception  
 California Code of Regulations, Title 16, Section 1355.4 – Notice to Consumers  
 California Code of Regulations, Title 22, Section 12601 - Proposition 65 Signage  
 California Code of Regulations, Title 22, Section 70359 – License Posting  
 California Code of Regulations, Title 22, Section 70707 - Patients’ Rights  
 California Health and Safety Code, Section 1255.7 - Newborn Safe Surrender  
 California Health and Safety Code, Section 1256.2 - Obstetrical Care Notice  
 California Health and Safety Code, Section 1259 - Interpreter Services  
 California Health and Safety Code, Section 109275 - Breast Cancer Screening or Biopsy Site  
 California Health and Safety Code, Section 109280 - Outpatient Prostate Cancer Screening  
 California Health and Safety Code, Section 120885-120895 - HIV Testing Site  
 California Health and Safety Code, Section 1288.4 –Reporting to CDPH  
 California Health and Safety Code, Section 123366 – Hospital Infant Feeding Act  
 California Health and Safety Code, Section 1339.50 – Payers’ Bill of Rights  
 California Health and Safety Code, Section 1234 and 1286 – Smoking Prohibition  
 California Welfare and Institutions Code, Section 5325 and 5331 - Mental Health Patients’ Rights  
 California Welfare and Institutions Code, Section 1317.3(d) - EMTALA  
 California Welfare and Institutions Code, Section 127400 – Charity Care and Discount Payment  
 California Civil Code, Section 52.6 – Human Trafficking  
 Los Angeles County Ordinance, #2292, Solicitation  
 Department of Health Services, Policy #742, Solicitation

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The Joint Commission, R1.02.01.01 – Patients’ Rights  
Los Angeles Municipal Code, Section 57.04.08 – Permits Posting  
Los Angeles City Fire Code

**REVISION DATES**

February 3, 1999; April 16, 2002; May 03, 2005; October 03, 2008; September 10, 2013; August 09, 2016; August 21, 2020