

**UC Riverside, School of Medicine Policies and Procedures**

**Policy Title:** UCR Health Hospitalist Program at Riverside Community Hospital – Misplaced Pager Policy

**Policy Number:** UCR HHP 3.0

<b>Responsible Officer:</b>	Director of Hospital Medicine
<b>Responsible Office:</b>	UCR Health Hospital Medicine
<b>Origination Date:</b>	01/23/2015
<b>Date of Revision:</b>	05/18/2015
<b>Scope:</b>	UCR Health Hospitalist Program

**I. Policy Summary**

- a. To constitute official policies amongst UCR Health Hospitalists.
- b. To institute an official procedure when using an alternative form of communication in case a pager is misplaced.

**II. Definitions** (Not Applicable)

**III. Policy Text** (Not Applicable)

**IV. Responsibilities** (Not Applicable)

**V. Procedures**

**A. MISPLACING A PAGER**

1. When a Hospitalist misplaces a pager, urgent notification must be given to the Director of Hospital Medicine, Medical Director of RCH Hospitalist Service, Clinical Affairs Analyst, and VP of Business Development at RCH, to ensure a proper replacement is in place as soon as possible.
2. Please be mindful that Hospitalist pagers are owned by Riverside Community Hospital, with the express purpose of utilization by the entire UCR Health Hospitalist Team.

**B. ALTERNATIVE FORM OF COMMUNICATION**

When a Hospitalist needs to use an alternative form of communication, e.g. a different pager or mobile phone, urgent notification must be given to the RCH Emergency Department and the House Supervisor via the hospital operator, and VP of Business Development RCH, to ensure all of RCH departments' nurses and secretaries are aware of the change in contact information for the respective shift.

**VI. Forms/Instructions** (Not Applicable)

**VII. Contacts**

Contact	Phone	Email
Director of Hospital Medicine	951-827-7662	<a href="mailto:mnduati@medsch.ucr.edu">mnduati@medsch.ucr.edu</a>
Medical Director of RCH Hospitalist Service	951-788-3636	<a href="mailto:kharazmi@medsch.ucr.edu">kharazmi@medsch.ucr.edu</a>
VP of Business Development RCH	951-788-3535/ 951-313-8954	<a href="mailto:benedict.russo@hcahealthcare.com">benedict.russo@hcahealthcare.com</a>
Riverside Community Hospital Operator	951-788-3000	
Clinical Affairs Analyst	951-788-3636	<a href="mailto:lbaldes@medsch.ucr.edu">lbaldes@medsch.ucr.edu</a>

**VIII. Related Information (Not Applicable)**

**IX. Revision History**

New Policy (Creation Date: January 23, 2015)  
Revision Date: May 18, 2015

**Approval Signature(s):**



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