

CENTRAL STATE HOSPITAL
POLICY

SUBJECT: COMMUNICATIONS SERVICE

ANNUAL REVIEW MONTH: January

RESPONSIBLE FOR REVIEW: CSH Materials Management Director

LAST REVISION DATE: February 2008

The purpose of this policy is to establish systems for the acquisition, utilization and control of all communications service provided through the Georgia Technology Authority (GTA) by Windstream with the exception of the two-way radio service. The term "communication service" as used herein applies to telephones, pocket pagers, calling cards, and public address system equipment.

It is the policy of Central State Hospital (CSH) to provide the necessary communication service required to perform the functions of the institution effectively and economically and in keeping with the actual needs of the hospital. GTA may be utilized for consultant services to obtain recommendations for the telephone needs of the hospital, but the acceptance of recommendations is not required.

The CSH Materials Management Director will assure that all communication equipment installed or issued is necessary in order to meet the hospital's minimum communication needs. Service chiefs, department heads and office directors are responsible for developing internal procedures to assure that telephones and other communication equipment are used for official business and that the monthly telephone bill for long distance service calls are reviewed and monitored. The monthly telephone bill for long distance service calls must be maintained for three years for audit purposes. The Material Management Director will resolve questionable charges with the GTA Telecommunications Office.

Pocket pagers, as deemed necessary by the service chief, department head or office director, will be requested and justified through the CSH Materials Management Office and will be assigned to the employee for whom requested.

The employee will be held responsible for the proper use, safety and accountability of the pager assigned to them. If the pager is lost or damaged, a written statement completed by responsible employee and counter signed by the supervisor shall be completed and forwarded to the CSH Materials Management Director for review and transmission to the Financial Services Supervisor who will present it to the Hospital Claims Committee. If the Service

Chief, Department Head or Office Director determines that, due to unusual or extenuating circumstances, the employee should not be required to pay the replacement and administrative cost for the lost or damaged pager an explanation or justification of the circumstances shall be included with the statement. The Service Chief, Department Head or Office Director may also attend the Hospital Claims Committee review meeting to explain the circumstances. The Hospital Claims Committee will investigate and make recommendations to the CEO. If it is determined the pager was lost or damaged through negligence, the employee will be required to reimburse Central State Hospital for the replacement cost of the pager as well as the administrative cost involved.

The CSH Materials Management Director will be notified immediately of any long term or permanent reassignment of pagers.

It is the policy of CSH that the Service Chief, Department Head or Office Director notify the CSH Materials Management Director and submit a Telephone Work Order (CSH 46) when an office or area becomes vacant for a period exceeding one (1) month when telephone(s) should be disconnected. If hiring is in process, it will not be necessary to have the telephone disconnected.

An inventory of all Communication equipment, i.e., telephones, telephone lines (numbers), Fax Machines, etc, and State of Georgia Telephone Calling Cards should be maintained by the Business Manager for their appropriate area. Fax Machines will also be inventoried by CSH Central Property Control.

Approved:

This policy has been approved by the CEO and CMO in July 2008.