HACKETTSTOWN REGIONAL MEDICAL CENTER
Administrative Policy & Procedure
Beeper/Paging Policy

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Effective Date:	**June 1993**	**Policy No:**	**IS11**
Cross Referenced:		**Origin:**	**Information Systems**
Reviewed Date:	**10/12**	**Authority:**	**Chief Operating Officer**
Revised Date:		**Page:**	1 of 1

PURPOSE:

The purpose is to provide a source of communications for personnel during working hours or when taking call for their department or organization.

POLICY:

Departments requiring the use of a beeper must submit a request to their Department Manager with the justification for use of a beeper.

1. Each Department Manager evaluates the number of beepers needed for paging purposes and orders from Information Systems.

2. All departments will utilize the beeper system for paging personnel. If personnel are needed stat, they can be paged overhead. "Stat" is defined as a page where personnel are needed immediately.

3. The Beeper List is available in Word on the S:drive/common/phone fax & beeper folder. All departments should print and post the beeper list. Updated lists should be printed and posted as needed.

PROCEDURE:

1. Non-Stat Beeper Response:
   A. If a party does not respond to a beeper page, wait five (5) minutes, and re-beep.
   B. If there is still no response after five (5) minutes, notify the party you are trying to beep via the overhead paging system. Then bring the beeper to IS for assessment.

2. Low Cell:
   A. Each person who carries a beeper is responsible for changing the batteries.
   B. Beepers not used for 24 hours around the clock should be checked daily for "lo cell" readout.
3. Beeper repair will be handled through Information Systems and charged to the appropriate department.

4. If the beeper system is non-operational due to satellite or other issues, the users will be notified via e-mail and overhead announcement.