

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICIES
COURIER SERVICE**

=====

Effective Date: February 2002

Policy No: AD037

Cross Referenced: AHC 1.8

Origin: Materials Management

Reviewed Date: 8/04, 9/07, 11/10, 5/13

Authority: Chief Financial Officer

Revised Date:

Page: 1 of 1

=====

SCOPE

All Hackettstown Regional Medical Center Staff

PURPOSE

To support the hospital operations by providing courier services of packages and specimens to local facilities and laboratories in circumstance when outsourced package delivery (e.g. Fedex, UPS) would not be appropriate.

PROCEDURE

The Manager of Materials Management is responsible for the selection and prescreening of employees approved to operate the courier vehicle. Courier staff must comply with all of the requirements defined in the Corporate Policy AHC 1.8 – Automobile Fleet Management, including an annual review of driver requirements and safety procedures. The Manager of Materials Management maintains a courier log book of annually reviewed documents for approved couriers.

The courier is assigned a daily pre-designated route that includes the pick up and delivery of mail, bank deposits, packages and specimens for transport between the hospital and offsite hospital locations, area health care facilities, local businesses, labs and other locations as needed.

Non scheduled requests for package pick-up or delivery must be communicated to the courier as soon as the need arises so that they can be incorporated efficiently into the daily schedule.

The Manager of Materials Management will coordinate back-up courier services with Security or Facilities Management if a scheduling conflict exists and Materials Management staff can not facilitate a special request.

Courier Service is provided by Materials Management Monday through Friday during daily business hours and after hours as needed if scheduled in advance. Courier service requests that arise at night or on weekends should be communicated to the Nursing Supervisor.