

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
PASTORAL CARE POLICY MANUAL  
CONTACTING THE CHAPLAIN AND HOURS OF OPERATION**

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<b>Effective Date:</b>	<b>March, 1996</b>	<b>Policy No:</b>	<b>8670.008</b>
<b>Cross Referenced:</b>		<b>Origin:</b>	<b>Pastoral Care</b>
<b>Reviewed Date:</b>	<b>3/96, 2/05, 7/09, 2/16</b>	<b>Authority:</b>	<b>Pastoral Care Manager</b>
<b>Revised Date:</b>		<b>Page:</b>	<b>1 of 1</b>

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**Purpose:** To insure responsive 24-hour coverage.

**Policy:** Office hours for the Pastoral Care Services are from 8:00 a.m. to 4:30 p.m., Monday through Thursday and 8:00 a.m. to 3:00 p.m. Friday, except holidays.

During these hours, the chaplain may be contacted at extension 7757.

A Hackettstown Regional Medical Center chaplain or volunteer chaplain is available 24 hours every day for emergencies and may be reached through the hospital operator.

**Procedure:** An Emergency Pastoral Care Protocol (See Addendum) is prepared by the Pastoral Care Manager and maintained at the switchboard. An Emergency Clergy List (see Addendum), also at the switchboard, lists clergy of the area's faith groups.