POLICIES, RULES, REGULATIONS, AND/OR PROCEDURES

Health Sciences Center Complex

1. Manuals

   Please click on the various website addresses:

   A. Administrative Directive
      http://www.medcom.lsuhsc-s.edu/cfdocs/policies/Admin_Directives.cfm

   B. Hospital Policy Manual
      http://www.medcom.lsuhsc-s.edu/cfdocs/policies/hosp_index.cfm

   C. Employee Handbook
      http://www.sh.lsuhsc.edu/HR/Handbook/Handbk_06.htm

   D. Health Information Management New Employee Orientation Handbook

2. Smoking Policy

   Smoking is not permitted in any part of the hospital/health science’s center complex. Smoking materials or other tobacco products will not be sold in the hospital.

3. C. Discipline/Grievance

   A grievance procedure for all classified and unclassified employees has been established so that employees who are dissatisfied or who have a personal complaint not resolved with management staff may discuss their situation freely with appropriate personnel. You should make every effort to discuss and resolve issues with management staff prior to filing a grievance. All employees may request to receive proper consideration toward resolving any problem. They should do so without fear of reprisal from anyone else. **Please reference the employee handbook** for detail information regarding the grievance levels.
Departmental Policies

1. **Policy/Procedure Manual**

   The policy and procedure manual for your section is maintained in your work area. Your immediate supervisor will review the location of this manual with you. As procedures are revised or updated, you will be provided additional training and a copy of the new/revised procedure will be placed in the policy manual.

2. **Time and Attendance Collection System (TACS)**

   **Employees are responsible for clocking in and out.** In addition, they are responsible for proper use of any clocking transaction required by their department and supervisors. Employees shall **not** clock in or out for another employee or request another employee to clock in on their behalf.

   Employees are forbidden to use another employee's number to access TACS. Employees are restricted to use the phone or a group of phones designated by their department for clocking transactions. Employees shall not attempt to clock from other phones (internal or external). Cell phones may never be used to clock in or out.

   Employees are forbidden to use unauthorized, unassigned supervisor codes to access TACS. Employees who chronically fail to use TACS correctly shall be counseled, given warnings and may be disciplined. Chronically failing to use TACS correctly is defined as failing to clock correctly three (3) times in a single pay period or failing to clock correctly one or more times in three (3) consecutive pay periods.

   Employees are required to complete and submit to their Supervisor the TACS Employee Time Adjustment Request Forms whenever they fail to clock or fail to clock correctly. Employees are required to receive prior approval from their managers to clock in earlier or to clock out later than their scheduled times.

   Employees are required to sign their time report before they receive their pay checks to validate their time and attendance. If an employee notices any discrepancies on his/her paycheck, he/she must request that a correction be made on the Payroll Time Correction Form.

   Supervisors/Timekeepers shall not continue to adjust or enter time to correct an employee’s clocking errors, as defined above in number five (5), without reviewing the circumstances for possible disciplinary action.

3. **Breaks/Lunch Periods**

   All full time Health Information Management Department employees are provided two fifteen minute breaks and a thirty minute lunch period per eight-hour shift. Breaks and lunch periods are scheduled and approved by the immediate supervisor based on workload volumes. Part-time staff and student appointments are granted one fifteen break per four hour shift. The scheduling of all breaks and lunch periods must be coordinated by the immediate supervisor to ensure adequate department coverage at all times.
Breaks and lunch are to be taken in the cafeteria, department’s lounge, an assigned office/desk or at one of the nearby restaurants. Breaks should not be taken in the work areas. Staff may run miscellaneous errands during their lunch period (as this represents time not paid), however, staff should not leave the premises during break time without permission from their immediate supervisor (as this time is included in hours paid). If you will be away from the facility for more than 30 minutes, you must clock out.

All staff is prohibited from using any of the facility’s public waiting areas to watch television, sleep, etc. during their break/lunch period. All other closed areas of the Health Sciences Center complex are also off limits to staff for break/lunch periods. Failure to adhere to this policy constitutes grounds for strict disciplinary action and/or termination. Any questions or concerns regarding specific break areas should be addressed to your immediate supervisor.

4. Call-in Procedures

Your immediate supervisor must be contacted should you be unavoidably absent or late because of illness or some other reason. It is imperative that you, personally, notify your immediate supervisor when you are going to be late or absent from work. Your supervisor should be contacted at home or shortly after his/her scheduled time to report to work. Your peers (those of the same classification) are not authorized to approve your leave of absence. Your failure to follow the call-in procedures may result in hours not paid.

5. Confidentiality

Every patient has the right to expect a reasonable protection of personal privacy. Medical record patient-identifiable information must be kept confidential at all times. Nothing that is observed or read during the course of your work is to be discussed. The following activities pose threats to patient confidentiality and are prohibited at all times:

A. discussing patients in the elevators, cafeterias, or other areas where eavesdropping is likely to occur;
B. discussing patient information with family members and friends;
C. posting patient names, diagnoses or treatment plans in public areas;
D. misdirecting or mishandling patient medical records;
E. photocopying or releasing information from patient charts without proper authorization;
F. unauthorized visitors in the department;

It is essential that we respect and protect the rights of our patients at all times.

6. On-the-Job Accidents

Timely and thorough accident reporting and investigation insures that employees are properly treated; compensation and/or insurance claims are submitted promptly and hazardous conditions are corrected.
All employees should immediately report to their supervisor any occupational injury or disease, even if it appears to be minor. Important elements of the Workers Compensation Program center on the timeliness of reporting. Three forms must be completed - the On-the-Job Injury Record, the Employer’s Report of Occupational Injury or Disease and the Accident Investigation form. Your immediate supervisor is responsible for coordinating the completion of these forms with you.

A physician’s statement authorizing you to return to work following an on-the-job injury is required. Your failure to report an on-the-job injury and/or your failure to provide a physician’s statement upon return to work may result in strict disciplinary action.

7. **Overtime**

Overtime is defined as time paid at time and one-half (1½) for all hours worked over 80 hours per pay period. Annual, sick and holiday time are not considered hours worked in calculating overtime. Overtime must be justified, approved and scheduled by your immediate supervisor. Your failure to report to work for scheduled overtime hours will result in disciplinary action.

8. **Photocopying**

The photocopy machines are to be used for hospital business only. Personal use of the photocopy machine may result in disciplinary action.

9. **Political Activities**

State employees are prohibited from participating or engaging in political activities; being a candidate for nomination or election to public office, except to seek election on the State Civil Service Commission; being a member of any national, state or local committee of a political party; taking an active part in the management of the affairs of a political party, faction, candidate or any political campaign or taking part in an effort to recall from office an elected public official.

10. **Security**

The facility maintains a University Police staff for the protection of patients, personnel, visitors and hospital property on a 24-hour basis. It is imperative that we cooperate with them at all times and feel free to call on them for assistance. Access to the storage area and Annex file is by combination key pad. Access to the Health Information Management Department is limited to proximity card access between 18:00 and 06:00 and 24 hours on Saturday and Sunday and holidays.

11. **Solicitation Activities**

Solicitation of personnel, visitors and patients by employees of Louisiana State University Health Sciences Center will not be allowed. This includes but is not limited to activities such as selling items and establishing and selling chances on ball games.
12. **Telephone calls**

   The telephones throughout the department are provided for business purposes only and the use of these phones for personal reasons must be restricted as much as possible. Personal calls should be limited to five minutes or less. Some phones are restricted to inside only calls. The telephone in the lounge is provided for personal use.

13. **Time and Attendance Report**

   The Time and Attendance report is processed biweekly - every two weeks. Federal Wage and Hour Laws and State Laws require that actual hours worked be reported. Please see payroll Handbook (TACs) for more detailed information. It is the responsibility of the employee to review their pay report for accuracy prior to the system cut-off time at 10:00 on each Tuesday prior to payday. Any revisions made after the cut-off time will not be on your paycheck; any additional pay will be reflected on a paycheck received the following Friday after payday.

14. **Visitors**

   Personal visitors must be restricted at all times. No children or visitors will be allowed to accompany any scheduled employee on duty during scheduled working hours.

15. **Equipment Maintenance**

   Equipment is state property and must be maintained with care. It is each staff’s responsibility to ensure that equipment used in the performance of their duties is handled for its intended use only. Inappropriate use or destruction of equipment may result in termination of employment.

16. **Clearance Procedures/Separation**

   All staff is required to complete the Separation Summary prior to departing from the University (via resignation). The Separation Summary serves as a letter of resignation for Civil Service. All employees are required to report to Human Resources to complete the LSUHSC clearance procedure on their last day of work.