I. Policy Summary
   a. To constitute official policies amongst UCR Health Hospitalists.
   b. To institute an official procedure when using an alternative form of communication in case a pager is misplaced.

II. Definitions (Not Applicable)

III. Policy Text (Not Applicable)

IV. Responsibilities (Not Applicable)

V. Procedures
   A. MISPLACING A PAGER
      1. When a Hospitalist misplaces a pager, urgent notification must be given to the Director of Hospital Medicine, Medical Director of RCH Hospitalist Service, Clinical Affairs Analyst, and VP of Business Development at RCH, to ensure a proper replacement is in place as soon as possible.
      2. Please be mindful that Hospitalist pagers are owned by Riverside Community Hospital, with the express purpose of utilization by the entire UCR Health Hospitalist Team.

   B. ALTERNATIVE FORM OF COMMUNICATION
      When a Hospitalist needs to use an alternative form of communication, e.g. a different pager or mobile phone, urgent notification must be given to the RCH Emergency Department and the House Supervisor via the hospital operator, and VP of Business Development RCH, to ensure all of RCH departments' nurses and secretaries are aware of the change in contact information for the respective shift.

VI. Forms/Instructions (Not Applicable)
VII. Contacts

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Hospital Medicine</td>
<td>951-827-7662</td>
<td><a href="mailto:mnduati@medsch.ucr.edu">mnduati@medsch.ucr.edu</a></td>
</tr>
<tr>
<td>Medical Director of RCH Hospitalist</td>
<td>951-788-3636</td>
<td><a href="mailto:kharazmi@medsch.ucr.edu">kharazmi@medsch.ucr.edu</a></td>
</tr>
<tr>
<td>Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VP of Business Development RCH</td>
<td>951-788-3535/</td>
<td><a href="mailto:benedict.russo@hcahealthcare.com">benedict.russo@hcahealthcare.com</a></td>
</tr>
<tr>
<td></td>
<td>951-313-8954</td>
<td></td>
</tr>
<tr>
<td>Riverside Community Hospital Operator</td>
<td>951-788-3000</td>
<td></td>
</tr>
<tr>
<td>Clinical Affairs Analyst</td>
<td>951-788-3636</td>
<td><a href="mailto:lbaldes@medsch.ucr.edu">lbaldes@medsch.ucr.edu</a></td>
</tr>
</tbody>
</table>

VIII. Related Information (Not Applicable)

IX. Revision History

New Policy (Creation Date: January 23, 2015)
Revision Date: May 18, 2015

Approval Signature(s):

Michael Nduati, MD, MBA, MPH
Director of Hospital Medicine

Mohammad Kharazmi, MD
Medical Director of RCH Hospitalist Service