

LIMITED ACCESS DURING OFF HOURS

PURPOSE:

To provide additional security measures to restrict access between the hours of 9PM to 5AM for patients, staff, visitors, and students in the Ronald Reagan Medical Center, Santa Monica UCLA Medical Center and Resnick Neuropsychiatric Hospital.

SCOPE

This Hospital System Policy applies to the Ronald Reagan UCLA Medical Center the Santa Monica UCLA Medical Center and Orthopaedic Hospital and the Resnick Neuropsychiatric Hospital (RNPH) at UCLA.

POLICY

During Limited Access hours the identity and business need of all persons entering the facility are required to be verified. No one will be allowed to enter the facility without proper photo identification.

- A. The limited access security checkpoints are as follows:
 - a. Ronald Reagan and Resnick Neuropsychiatric Hospital – Westwood or Resnick Entrance with checkpoint at the East Information Desk
 - b. Santa Monica UCLA – 16th Street Entrance with checkpoint at the Security Information Desk
 - c. The Emergency Department entrances will be accessible only for emergency department patients and visitors.
- B. All other entrances are locked between 9:00 p.m. and 5:00 a.m.
- C. Only the following persons will be allowed entrance into the Medical Centers during this time:
 - 1. members of the medical staff and faculty
 - 2. employees and affiliates (including registry and per diem)
 - 3. visitors approved by nursing staff or visiting a patient in an Intensive Care Unit
 - 4. vendors having confirmed business
 - 5. current UCLA Medical students with Health System badges.
- D. Persons entering the medical centers by means other than a limited access entry point, or by modifying door locking or self-closing mechanisms or

hardware, will be questioned by Security personnel, University Police Officers, or Medical Center management.

1. Security Officers will question persons violating this policy and obtain the person's name, department if appropriate, date, time, and location within the facility that the person was found entering by unauthorized means.
 2. Reports will be forwarded to department heads for appropriate action.
- E. Facilities Management personnel may enter through non-designated entrances after hours, as work necessitates.

EMPLOYEE AND AFFILIATE ACCESS

Employees and persons affiliated with RR will be allowed to enter the facility off-hours if they present one of the following current identifications:

- Active UCLA Health System issued ID or temporary health system ID accompanied by a driver's license/ID – Employees may be asked to swipe their identification at a proximity card reader to validate the identification.
- Authorized independent healthcare agency ID with a California Driver's License/ ID
- UCLA Facilities Management ID

VISITOR ACCESS

Visitors will be allowed to enter the facility off-hours if they present one of the following current identifications and visitation privileges are verified:

- Valid Driver's License (any State)
- California Identification Card
- Valid Passport/ Visa
- Military ID

A temporary visitor pass will be issued and worn prominently displayed on the outer most garment.

VISITOR PASSES

Visitor passes record the date of the visit, the destination, and the identifier of the Security personnel issuing the pass.

- A. Each person in multiple person parties is issued a visitor pass following the protocol above.
- B. Visitor passes must be worn in an easily visible location.

- C. Any person not wearing a medical center pass with the current date will be questioned by medical center security, UCLA police, or medical center management. If person does not have visitor pass the following shall occur:
1. Security will escort to the information desk to obtain a pass; or
 2. Escort individual out of the medical center.

STUDENT ACCESS

UCLA medical students will be allowed to enter the facility if they present a UCLA student ID card. Only one student is authorized entry per ID. Non-medical students and non-UCLA students will not be permitted to enter the Medical Center after 9 pm.

IN-PATIENT ACCESS

In-patients will be required to present their identification bracelets, attached to their wrist, to gain entrance.

If the patient does not have their bracelet on, the appropriate Nursing Unit will be called to confirm their status. Once confirmed, the patient is issued a visitor pass indicating "patient" on the pass, and the destination.

If a person's status as a hospital in-patient cannot be verified, they will not be allowed to enter but if seeking medical care will be referred to the ED.

FORMS

None

REFERENCES

California Business and Professions Code
California Code of Regulations: Title 22, Section
Joint Commission Accreditation Manual for Health Care Organizations

REVISION HISTORY:

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