LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - SHREVEPORT

PERSONNEL PAGERS

Purpose:

To provide a communication system that establishes immediate one-way communication.

Policy:

1. The pager system is owned and operated by the Medical Center and is solely for the use of its staff. It provides a mechanism that allows for immediate access to staff facilitated by the Hospital Switchboard.

2. The Hospital Switchboard is responsible for the procurement and distribution of beepers.

   Local pagers – (32 mile radius) – requesting department submits an Internal Transaction (SN 1247) to the Hospital Switchboard;

   Long Range pagers – requesting department submits a memo indicating the type of pager requested and name of employee who will utilize it to Telecommunications Office G-112.

3. Funding for pagers and any repairs is the responsibility of the user department. There is no monthly expense to the departments for service.

4. The Hospital Switchboard is responsible for facilitating the repair of pagers.

5. To access the LSU pager system, dial 675-7007 and follow operators instructions. A current (updated every six months) pager list is maintained by the Switchboard.

6. Staff who have obtained pagers outside the institution are responsible for notifying the Switchboard of their pager number.

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Administrator

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Date

Written: 9/94
Revised: 3/97, 6/97, 2/00