


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE POLICY AND PROCEDURE MANUAL**

APPROVED BY:	RESPONSIBILITY:	EFFECTIVE DATE:	POLICY NO.	PAGE
 Joseph Verga, MS, FACHE Hospital Administrator/CEO	Communications Supervisor	10/92	6130-3	1 of 1
TITLE: PUBLIC ADDRESS SYSTEM (Overhead Paging)				
LAST REVIEWED/REVISED: 8/09, 9/2012				
ENDORSED:				

PURPOSE:

The System is used to locate Physicians and other Hospital staff especially in "STAT" cases. It can also be used to disseminate other information as:

- a. Immediate announcement of emergencies (Stat cases and Code 72)
- b. Disaster Codes
- c. Meetings in progress
- d. License numbers of unauthorized parked vehicles
- e. Administrative information
- f. Hospital activities
- g. Closing of visiting hours

POLICY:

Paging of staff over the public address is handled on a case-by-case basis. Because it is audible to the patient rooms, the use of the system is tightly controlled and the Communications Supervisor or the Associate Administrator, Operations must grant permission to page. The Operator will record the pages of the PA as follows:

PROCEDURE:

- 1. Date
- 2. Person requesting
- 3. Time
- 4. Who/what is paged
- 5. Frequency of page
- 6. Operator's initials
- 7. Further Comments