

Subject:		Issued By:	
NEW OR REVISED FORMS		FINANCE DEPARTMENT	
		Approved By: Kathleen R. Hurtado President & CEO	
Policy #:	Issue Date:	Revised Date:	Effective Date:
702	March 13, 1975	July 28, 2005	August 15, 2005

Reference:
Revised and adapted from LAC + USC Healthcare Network Policy #702.

PURPOSE

To obtain approval for development of new forms and to ensure HRA’s compliance with Los Angeles County Code concerning forms control.

POLICY

1. **QUALITY CONTROL:** HRA shall maintain a quality control program to standardize all forms utilized for daily operations;
2. **HRA’S PRESIDENT & CEO MUST APPROVE:** Forms developed within HRA, and using HRA’s logo, shall be reviewed and approved by HRA’s President & CEO;
3. **HRA’S FINANCE DEPARTMENT TO COORDINATE:** HRA’s Finance Department shall coordinate all HRA forms revision activity. Where there are questions about the appropriateness of any form, or form revision, HRA will consult with USC’s Materials Management Standardization & Specification Coordinator.

RESPONSIBILITY

Finance Department
President & CEO

REFERENCES

Los Angeles County Code Section 266.1
See Also: USC’s Materials Management Operational Procedures Manual