

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 5	Information Management & Services	Effective:	June 2000
Section 5.5	Information Management Client Support Services	Revised:	December 2009
<b>Policy 5.5.6</b>	<b>Long Distance Service</b>	Responsibility:	Vice President and Chief Information Officer

## **LONG DISTANCE SERVICE**

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### **Policy**

The Health Science Center uses the state communications network (TEX-AN) for routing the majority of long distance telephone calls. By state law, the Health Science Center is restricted from routing any long distance call that is not placed for the purpose of conducting University or state business (e.g. personal calls). Telephone authorization codes and reports detailing the long distance calls made with each authorization code are produced to assist in the control of calls.

It is the responsibility of each department to ensure that authorization codes are kept secure and that the monthly reports are reviewed by departmental designated personnel to ensure that authorization codes are used only for official business of the University. Review must be complete and any unauthorized calls reimbursed by the employee within thirty (30) days after reports are received by the department.

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