

## **96051.5 Hospital Contact and Registration for Policy Submission**

### **(a)**

Each hospital shall designate a primary contact for the purpose of receiving compliance and informational communications regarding the hospital's policies. Each hospital shall also designate a secondary contact that the Department may communicate with in the case that the primary contact is not responsive to the Department.

### **(b)**

The primary and secondary contacts shall each register on the Department's online policy submission portal at [hdc.hcai.ca.gov](http://hdc.hcai.ca.gov) by providing the following information: (1) The legal name of the hospital. (2) The name of the contact person. (3) The business title of the contact person. (4) A business address. (5) A business email. (6) A business phone number. (7) Whether they are the primary or secondary contact.

#### **(1)**

The legal name of the hospital.

#### **(2)**

The name of the contact person.

#### **(3)**

The business title of the contact person.

**(4)**

A business address.

**(5)**

A business email.

**(6)**

A business phone number.

**(7)**

Whether they are the primary or secondary contact.

**(c)**

Each hospital shall update any change to the information outlined in subdivision (b) through the online policy submission portal referenced in subdivision (b) within 10 working days after the change.