

## TELEPHONE CALLS

- A. **Client:** Telephones are for hospital business and should not be used for personal business. The Hospital Business Office receives and reviews a printout of all long distance calls. Students are required to complete and sign a Long Distance Call Certificate each month and pay the Business Office for any personal calls. Students will be paged for incoming client calls. If they do not respond, messages will be left in their mailboxes. **Check your mailboxes regularly.** Students must use their assigned code for long distance calls.
- B. **Personal:** Calls should be made from the pay telephones in the basement of Trotter Hall. If you are expecting an emergency call, please notify the desk.