

### 5.2.10 Long Distance Service

Chapter 5 - Information Technology	Original Effective Date: June 2000
Section: 5.2 Infrastructure Solutions	Date Last Reviewed: May 2023
Responsible Entity: Vice President and Chief Information Officer	Date Last Revised: April 2017

#### I. Purpose

To establish the procedure for long distance service calls for UT Health San Antonio business practices.

#### II. Scope

This policy applies to all current and former faculty, staff, students, residents, healthcare providers, researchers, contractors, or any other third-party entities who have direct or indirect access to Information Resources created, held, or maintained by UT Health San Antonio or any controlled affiliate, including, but not limited to its clinics, hospitals, and research operations.

#### III. Policy

UT Health San Antonio (UTHSA) uses the state communications network (TEX-AN) for routing the majority of long distance telephone calls. By state law, UTHSA is restricted from routing any long distance call that is not placed for the purpose of conducting UTHSA 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 UTHSA. Review must be complete and any unauthorized calls reimbursed by the employee within thirty (30) days after reports are received by the department.

#### IV. Definitions

*There are no defined terms used in this Policy.*

**V. Related References**

*There are no related documents associated with this Policy.*

**VI. Review and Approval History**

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

<b>Effective Date</b>	<b>Action Taken</b>	<b>Approved By</b>	<b>Date Approved</b>
<b>06/2000</b>	Policy Origination		
<b>04/2017</b>	Policy Revision		
<b>05/2023</b>	Policy Review		