11/14/2024

# Pager Termination Procedure

Effective this date any pager being turned in for termination must be returned to the UAB

Radio Paging Department’s offices at:

Suite MT101 UAB Medical Towers Building

1717 11th Avenue South

Birmingham, Alabama 35294

Office # 205-934-2599

FAX # 205-975-6214

[***paging@uab.edu***](mailto:paging@uab.edu)

We are open Monday through Friday excluding UAB Holidays 8:30 AM to 5:00 PM

A pager termination request form must be filled completed then emailed, faxed and/or brought in with the pager(s) being terminated. Up to 5 pagers can be listed on one form.

The pager termination request form should be available on the UAB Medicine employee’s website www.oneuabmedicine.org or you can request an electronic copy from our offices at [paging@uab.edu](mailto:paging@uab.edu).

The physical pager must be turned into us, if the pager’s assigned user is no longer an employee at UAB then it is the responsibility of their immediate Supervisor or someone they delegate to return the pager to us. Any termination performed with the physical pager itself not being returned to us will result in a $100 Lost Equipment fee being charged to the department the pager has being billed to.

If the pager is found later in working condition, it can be turned into us along with an updated termination form and we can credit the account for the Lost Equipment fee.

For your convenience if the physical pager is lost you can email or FAX an electronic copy of the termination form to us with Y selected in the “Is Pager Lost” column on the form. A copy of the form with date and authorizing signature from one of our staff will be emailed back to you for your records.

For any questions or concerns please do not hesitate to contact us at.

***UAB Department of Radio Paging***

Main Office: 205-934-2599

FAX 205-975-6214

***paging@uab.edu***