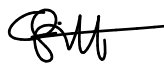
 <b>HAWAII HEALTH SYSTEMS CORPORATION</b> <i>Quality Healthcare for All</i>  <b>POLICY</b>	<b>Department:</b>  <b>Office of the General Counsel</b>	<b>Policy No.</b>  <b>ADM 0034A</b>
		<b>Supersedes Policy No.</b>
<b>Subject:</b>  <b>Person Authorized to Accept Service of Process</b>	<b>Approved By:</b>    HHSC Board of Directors By: Stephany Vaioleti Its: Secretary/Treasurer	<b>Approved Date:</b>  July 27, 2023
		<b>Last Reviewed:</b>  June 16, 2023

**I. Purpose:** To set forth the legal status of Hawaii Health Systems Corporation (HHSC) in order to facilitate appropriate service of process, and identify persons who are authorized to accept different types of legal process on behalf of HHSC and its Facilities.

**II. Definitions:**

**Corporate Office** means the Hawaii Health Systems Corporation (HHSC) Corporate Office, located at 3675 Kilauea Avenue, Honolulu, Hawaii, 96816, telephone (808) 733-4020.

**Facilities** means the various hospitals and clinics that are a part of HHSC. "Facilities" excludes the Corporate Office.

**Legal Process** (also referred to as "process") are the proceedings in a civil lawsuit or criminal prosecution, and describe the formal notice or writ used by a court to exercise jurisdiction over a person or property. Such process is usually "served" upon a party, to compel that party to come to court or produce something, and may take the form of a summons, mandate, subpoena, warrant, or other written demand issued by a court.

**III. Policy and Law:**

**A. Legal Status of Hawaii Health Systems Corporation (HHSC):** Under Hawaii law, only HHSC can sue or be sued, rather than any of its Facilities, geographic regions, or other business divisions. Therefore, legal process for lawsuits against HHSC (such as, a Summons and Complaint) cannot properly issue for, or be served upon, any Facility. For example, lawsuits against Hilo Medical Center must name and be served upon HHSC, rather than Hilo Medical Center.

**B. Lawsuits or other proceedings against HHSC:** Only the following individuals, located at the HHSC Corporate Office, are authorized to accept service of process on behalf of HHSC:

1. Any HHSC lawyer in the HHSC General Counsel's Office, or the Corporate Director of Risk Management; or

2. If none of the above is present and able to accept service of process, the General Counsel's Department secretary or paralegal may accept service, or
3. In the event none of the above is present, then the executive assistant to the PCEO may accept service.

The HHSC General Counsel may authorize limited exceptions to the foregoing, in advance, in appropriate circumstances.

**C. Other types of legal process:** Legal process that does not involve claims against HHSC, such as subpoenas or court orders for medical records of a particular HHSC Facility, may be accepted at the Facility according to its policy and procedure. Subpoenas for records maintained at the Corporate Office will be accepted in the same manner as outlined in III.B. above.

**IV. Applicability:** This policy applies to all HHSC employees, Facilities, and Corporate Office.

**V. Reference:** HRS Section 323F-7(c)(11)

**VI. Attachments:** ADM Procedure 0034B