

East Jefferson General Hospital
Procedure
Metairie, LA 70006

Medical Staff Policy and

Policy No.: MSO – 3

Page 1 of 1

Effective Date: April 5, 2011

Approved By:

Title: CONFIDENTIALITY

Raymond P. DeCorte, MD
Sr. VP and Chief Medical Officer

Reviewed: 10/6/15, 3/12/18

Revised: 10/14/15, 3/12/18

I. PURPOSE

To assure that strict confidentiality is maintained in the Medical Staff Services Office as it pertains to a physician's credentialing file, Allied Health Professional's credentialing file, all activity of the Medical Executive Committee, patient information and all other sensitive issues to the extent provided by law.

II. POLICY

The Medical Staff Services Office respects the rights of patients as well as the rights of the Medical Staff and Allied Health Professionals to personal privacy, and treats records pertaining to medical staff and allied health activity as confidential, and safeguards these records against unauthorized disclosure.

A. Confidentiality encompasses every aspect of a patient's stay in the hospital even to include privileged information that a patient is/has been hospitalized.

B. Physician and Allied Health privileged information consists of any records or correspondence found in the credentialing and quality files, reports provided by the Quality Management Department and reports from the Risk Management reporting system. It also includes all personal and demographic information.

B. All Physician and Allied Health credentialing files will be stored in a locked file room. Any discussions of such information will be restricted to appropriate personnel. Any breach of confidentiality will be grounds for disciplinary action.

C. Activity of the Medical Executive Committee shall be kept confidential and on a need to know basis.

D. All team members and volunteers working in the Medical Staff Services office will be required to sign a Pledge of Confidentiality form. See attached form.