

East Jefferson General Hospital  
and Procedure  
Metairie, LA 70006

Medical Staff Policy

Policy No.: MSO - 6

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Effective Date: Sept

13, 2011

**Title: Communication to the Medical Staff**

Approved by:

Medical Executive Committee

Reviewed: 10/15, 3/18

Revised:

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**I. Policy:**

The Medical Staff shall establish the criteria and process for communication to its members.

**II. Departments Affected:**

All Hospital Departments

All Requests for physician e-mail and/or cell phone numbers

**III. Procedure:**

- All requests for distribution of communication (printed material and/or electronic mail) to the East Jefferson General Hospital Medical Staff (as a group) shall be made to the Medical Staff Office.
- **All such requests must be approved by the Chief of Staff and/or Medical Director prior to distribution.**
- The Medical Staff Office is not authorized to release Medical Staff members' e-mail addresses or cell phone numbers unless personally authorized by the Medical Staff member.

Reviewed and Approved by the Medical Executive Committee on September 13, 2011.