

East Jefferson General Hospital
Metairie, LA 70006

Medical Staff Policy and Procedure
Policy No.: MSO - 6
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Effective Date: Sept 13, 2011
Approved by:

Title: Communication to the Medical Staff

Medical Executive Committee

Reviewed: 10/15, 3/18, 2/21
Revised: 2/21

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. All efforts should be made by the requesting party to minimize exposure of such information by utilizing methods of “blind copying” on emails, etc.**
- 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. The Hospital administration may have access to the information but should be limited to the Governing Board Chair and Hospital CEO.

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