

Version: 2
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Title: Practitioner Communication

- Applies to:** Saint Mary's Hospital Department Specific
 Clinics and Physician Offices Nursing
 Other: (fill in department)

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POLICY STATEMENT: To foster the use of electronic communications, and facilitate a safe and efficient response to crisis or disaster situations in health care. The contact information outlined below will be maintained on file in the Medical Staff Office for internal purposes only, as determined by the Medical Staff leadership (e.g. health system business, surveys).

EXPLANATION: Each member of the Medical Staff is expected to provide and maintain a current, direct e-mail address, practice address, phone and fax, and a home and/or cell phone number on record with the Medical Staff Office. Staff email addresses in lieu of a provider's direct email address will not be accepted. Staff may be copied on correspondence if so indicated by the provider. It is also the member's responsibility to notify the Medical Staff Office immediately of any changes in aforementioned contact information as they occur.

PROCEDURE:

All communications will be sent via e-mail with explicit instructions on the necessary actions to be taken and the time frames with which to follow.

Responsibility

Medical Staff Provider

Action

1. Upon application to the Medical Staff will provide the Medical Staff Office with a direct e-mail address, practice address, phone and fax number, and a home and/or cell phone number.
2. Will be responsible for notifying the Medical Staff Office immediately should any changes occur to the direct e-mail address, practice address, phone and fax, and home and/or cell phone number.
3. Will be responsible and accountable for checking the preferred e-mail address on a routine basis.