

Electronic Communication

Applies to: Muskegon Medical Staff

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

PURPOSE

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 Medical Staff Services (MSS) for internal purposes only (e.g., newsletters, health system business), as determined by the Medical Staff leadership.

POLICY/PROCEDURE

Email Address

1. As a provision of medical staff membership and/or affiliation, each practitioner must 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 MSS.
 - a. Staff email addresses in lieu of the practitioner's direct email address are not acceptable. Staff may be copied on correspondence as indicated by the practitioner.
 - b. It is the practitioner's responsibility to notify MSS of any changes in aforementioned contact information immediately.
2. All communications will be sent via e-mail with explicit instructions on the necessary actions to be taken and the time frames required.
3. Practitioners are responsible to checking the preferred email address on a routine basis.

Authorized use of electronic contact information

1. The practitioner e-mail roster will be held in confidence within Medical Staff Services and will be utilized for internal business purposes only.
2. E-mail utilization will be protected by Medical Staff Services personnel linked to content endorsement by the Chief Medical Officer, Medical Director of Quality and Safety, Medical Staff Officers, and/or Department/Section Chairs or designees.

Approved:	Medical Staff Executive Committee, November 9, 2010
Review & Approval:	Medical Executive Committee, April 10, 2012 Board of Trustees, April 26, 2012
Review & Approval:	Medical Executive Committee, April 8, 2014 Board of Trustees, April 24, 2014
Review & Approval:	Medical Executive Committee, April 12, 2016 Board of Trustees, April 28, 2016
MEC Approval:	October 10, 2023

