

**Community Health Network, Inc.**  
**MEDICAL STAFF POLICIES & PROCEDURES**

**Community Hospital East**  
 **Community Hospital North**

**Community Hospital South**  
 **Community Heart and Vascular**

**TITLE:**       BREACHES OF CONFIDENTIALITY

**PURPOSE:**   To provide a mechanism for addressing suspected breached of confidentiality.

**PROCEDURE:**

All suspected breaches of confidentiality or other violations of the following policies by a member of the medical staff shall be reported to the Medical Executive Committee:

- CREDENTIALS FILES OF PRACTITIONERS – MAINTENANCE, CONTENTS, CONFIDENTIALITY AND PERMITTED ACCESS
- QUALITY ASSURANCE FILES OF PRACTITIONERS – MAINTENANCE, CONTENTS, CONFIDENTIALITY AND PERMITTED ACCESS

The Medical Executive Committee, or an ad hoc committee appointed by the Medical Executive Committee, shall conduct a prompt investigation and determine if there has in fact been a violation of any of the provisions of the above policies. The committee may interview any individuals as appropriate and must discuss the matter with the practitioner involved. If it is determined that a violation has occurred, the committee shall, depending on the nature and severity of the violation:

- a. Issue a written warning;
- b. Issue a written reprimand;
- c. Remove the individual from committee assignment and/or other administrative duties and responsibilities; and/or
- d. Recommend more severe disciplinary action which may include a recommendation to revoke the medical staff appointment and clinical privileges of the practitioner found to have violated the policy.

Any practitioner found to have violated the above policies also risks loss of available legal protections; including loss of indemnification for any litigation costs and expenses.

Originated:	2/5/03 (E/N); 11/16/05 (S); 12/05 (CHVH)
East/North Medical Executive Council Approval:	03/18/03; 04/21/09; 4/17/2013, 4/15/2014, 5/16/2017, 2/9/2021
South Medical Executive Committee Approval:	2/13/06; 04/13/09; 10/8/12, 4/8/2014, 5/09/2017, 2/9/2021
CHNw Board of Directors Approval:	04/14/03; 6/1/09, 5/12/2014, 7/10/2017, 3/8/2021