

Community Health Network, Inc.
MEDICAL STAFF POLICIES & PROCEDURES

Community Hospital East
 Community Hospital North

Community Hospital South
 Community Heart and Vascular

TITLE: E-Mail Requirement

PURPOSE: To facilitate the transition of the majority of our practitioner communication to electronic mail (e-mail). This is the medical staff's preferred method of disseminating information directly to the practitioners. This policy requires all Medical Staff and Allied Health Professionals to provide and maintain a designated e-mail address for the purpose of official network communications.

PROCEDURE:

The practitioner must provide an e-mail address at the time of initial appointment; and update the Medical Staff Office of any changes in a timely manner. The e-mail address provided must be checked regularly and only accessible to the practitioner. If the practitioner does not have an e-mail address, an ecommunity e-mail account may be set up for him/her. It is the practitioner's responsibility to monitor this address on a regular basis, as most Medical Staff communications will be sent via e-mail.

If the practitioner has not already provided a preferred e-mail address, or requires an address to be set up through the hospital(s), he/she may submit that request to Medical Staff Services Department for assistance. Every effort will be made to minimize the quantity and size of e-mail communications the practitioner will receive from Community Hospitals East, North, South and Community Heart & Vascular Hospital. Examples of communications the practitioner may receive includes, but is not limited to:

- Hospital Patient Safety Initiatives;
- Notice of Proposed Changes and Revisions to the Medical Staff Bylaws and Policies & Procedures;
- Updates regarding Medical Staff membership and privileges
- CME Opportunities;
- Notification of Medical Record Delinquencies;
- Medical Staff Newsletter;
- Medical Staff Department/Committee Meeting Notices;
- Electronic Medical Record Communications and Updates

Access to a practitioner's e-mail address will be strictly controlled and parameters for appropriate use will be defined by Medical Staff Leadership and maintained by the Network Medical Staff Services department and will be limited to Network communications. Breach of this policy may result in disciplinary actions as appropriate. These actions may include termination of initial application or existing privileges from the medical staff.

Originated:

East & North Medical Executive Council Approval:

South Medical Executive Council Approval:

Board of Directors Approval:

June 2009 REV 9/7/11

06/19/2009; 11/15/11, 4/15/2014, 05/16/2017, 2/09/2021

07/13/2009; 10/8/12, 4/8/2014, 05/09/2017, 2/9/2021

08/03/2009, 5/12/2014, 07/10/2017, 3/8/2021