


**GUAM MEMORIAL HOSPITAL AUTHORITY
MEDICAL STAFF OFFICE MANUAL**

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| APPROVED BY:  Vincent A. Duenas, MD Assoc. Administrator, Medical Services | RESPONSIBILITY: Medical Staff office | EFFECTIVE DATE: 11/20/17 | POLICY NO. 6170-04 | PAGE 1 of 2 |
| TITLE: DIRECTORY OF MEDICAL STAFF PRACTITIONERS | | | | |
| LAST REVIEWED/REVISED: 9/17 | | | | |
| ENDORSED: MEC: 9/17 | | | | |

PURPOSE:

To ensure that the Guam Memorial Hospital Authority maintains a uniformed policy for the distribution of practitioner information and provide appropriate confidentiality of practitioner information relative to: practitioner staff status; practitioner office addresses, telephone and fax numbers; practitioner home address, telephone and fax numbers; and practitioner electronic mail (e-mail) addresses.

POLICY:

- I. The Medical Staff Office will be the ONLY Department responsible for maintaining all practitioner address, telephone, fax and e-mail information.
- II. All other Departments of the Hospital must obtain practitioner information, for official hospital clinical and administrative use only, from the Medical Staff Office. Information may not be separately solicited from practitioners.
- III. The directory and cover memorandum will be generated by the Medical Staff Office on a quarterly basis and approved by the President of the Medical Staff and the Hospital Administrator.
- IV. The directory will NOT be posted on bulletin boards.
- V. Any questions regarding the directory and Medical Staff Privileges will be referred to the Medical Staff Office.
- VI. A directory of practitioner e-mail addresses will be maintained ONLY by the Medical Staff Office for meeting notices and correspondence related to Medical Staff Office business. Practitioner e-mail addresses may be forwarded to other departments of the hospital ONLY with the consent of the individual practitioner.
- VII. Requests from entities outside the Guam Memorial Hospital Authority, for a copy of the directory with ONLY practitioner specialty, clinic address and clinic telephone numbers, must be approved by the President of the Medical Staff and the Hospital Administrator.

PROCEDURE:

The Medical Staff Office will generate two separate Quarterly Practitioner Directories.

- A. The FIRST directory will include the following information:
 1. Practitioner Name

2. Practitioner Degree
3. Practitioner Staff Status
4. Practitioner Specialty
5. Practitioner Department
6. Practitioner Office Address
7. Practitioner Office Telephone Number

This **First** directory will be distributed to the following departments only:

1. All Nursing Units
2. Assistant Administrator, Professional Support Services
3. Assistant Administrator, Nursing Services
4. Assistant Administrator, Fiscal Services
5. Director, Emergency Room
6. Chairperson, Board of Trustees
7. Quality Management Department
8. Patient Registration
9. Medical Records
10. Pharmacy Department
11. Laboratory Services
12. Radiology Department
13. Rehabilitative Services
14. Education Department
15. Guest Relations

B. The **SECOND** directory will include the following information:

1. Practitioner Name
2. Practitioner Degree
3. Practitioner Staff Status
4. Practitioner Specialty
5. Practitioner Department
6. Practitioner Office Address
7. Practitioner Office Telephone Number
8. Practitioner Home Address
9. Practitioner Home Telephone Number
10. Practitioner Pager/Cell Phone Numbers

This **Second** directory will be distributed to the following departments only:

1. Hospital Administrator
2. Associate Administrator, Operations
3. Associate Administrator, Medical Services
4. Communications Center

RECISION:

GMHA Medical Staff Office Policy No.6170-6, Directory of Medical Staff Practitioners, made effective May 10, 2000.