

LAC+USC MEDICAL CENTER

ATTENDING STAFF POLICY & PROCEDURE

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Subject: ATTENDING STAFF DATABASE: CONFIDENTIALITY		Original Issue Date: NEW	Policy # 111
		Supersedes: 1/3/2014	Effective Date: 5/4/2022
Departments Consulted: Medical Administration Information Systems	Reviewed & Approved by: Credentials and Privileges Advisory Attending Staff Association Executive Committee	Approved by: (signature on file) President, Attending Staff Association	

PURPOSE

To ensure confidentiality and protection of the Attending Staff Association (ASA) Attending Staff Database.

POLICY

In compliance with ASA Bylaws, Rules and Regulations and ASA policies defining confidentiality of attending staff records, it shall be the LAC+USC Attending Staff Association policy to maintain the confidentiality of all physician's and allied health practitioners with privilege' records, discussions, and deliberations stored in the ASA Attending Staff Database. Disclosure of the aforementioned shall be permitted ONLY as described in this policy.

DEFINITION OF DATABASE, LOCATION AND SECURITY:

The ASA Attending Staff records shall consist of paper records and electronic records which contains information required for the lawful purposes of fulfilling the obligations of the Attending Staff Association. The electronic records stored for such purposes shall be referred to as the ASA Attending Staff Database. All electronic records stored in the ASA Attending Staff Database shall be protected by passwords and read/write controls. The ASA Attending Staff Database shall be maintained and by the Attending Staff Office with the support of the department of Information Systems. All attending staff records, paper and electronic shall be maintained under the care and custody of the LAC+USC Attending Staff Association authorized representatives in accordance with the ASA Bylaws, Rules and Regulations and ASA policies defining confidentiality of attending staff records.

ACCESS TO MEDICAL STAFF DATABASE:

Requests for access:

All requests for access to the ASA Attending Staff Database shall be presented to the President/Chief of Staff of the Attending Staff Association or his/her designee, as the authorized representative, who shall keep a record of requests made and access granted.

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CONFIDENTIALITY:

Access by individuals performing official functions:

- I. The following individuals may access the ASA Attending Staff Database to the extent described and in accordance with the ASA Bylaws, Rules and Regulations and ASA policies defining confidentiality of attending staff records, after being approved by the Chief of Staff/President of the ASA:
 - a) President of the Attending Staff Association or his or her designee, the Credentials Committee, and the Executive Committee, for the sole purpose of discharging ASA responsibilities subject to the requirement that confidentiality shall be maintained.
 - b) Personnel of the Attending Staff Office (those individuals functioning as Credential Specialists and Medical Staff Coordinator) who must have access to the ASA Attending Staff Database records in performing their duties.
 - c) The authorized personnel from Information Systems shall have access to the ASA Attending Staff Database as needed to fulfill their responsibilities.
 - d) Any other authorized users in ASA Bylaws, Rules and Regulations and ASA policies defining confidentiality of attending staff records.
- II. All of these individual described in section I above shall be permitted access to the ASA Attending Staff Database, provided that he or she has signed and dated the appropriate "Confidentiality Agreement". The original agreement shall be maintained by the Attending Staff Office.
- III. Information contained in the ASA Attending Staff Database shall not be disclosed to anyone except if it is public in nature as approved by the ASA Executive Committee in accordance with ASA Bylaws, Rules and Regulations and ASA policies defining confidentiality of attending staff records.
- IV. Requests to delete or modify the design of the medical staff database shall be approved by the President/Chief of Staff of the Attending Staff Association or his or her designee.
- V. Unless otherwise stated, an individual permitted access the individual's portion of the ASA Attending Staff Database, shall follow the same procedures for credentials files and or peer review file defined in ASA Bylaws, Rules and Regulations and ASA policy. In no case shall an individual remove or make copies of any records without express permission, in accordance with the ASA Bylaws, Rules and Regulations and ASA policies defining confidentiality of attending staff records.

Subject:

**MEDICAL STAFF DATABASE:
CONFIDENTIALITY**

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RESPONSIBILITY

Attending Staff
Administration, Information Systems and Medical

PROCEDURE DOCUMENTATION

Attending Staff Manual, Rules and Regulations, Policies, Procedures and Guidelines

REFERENCES

Attending Staff Bylaws, Attending Staff Rules and Regulations, ASA Policy 104
Joint Commission Standards Medical Staff

REVISION DATES

January 3, 2014; May 4, 2022