***[HOSPITAL NAME]***

**ADMINISTRATIVE POLICY**

CATEGORY: Public Relations **CODE: E-3**

SUBJECT: Release of Hospital Information **EFFECTIVE:**

**COORDINATOR: Business Manager**

All patient and employee information is confidential and not to be released. Patient care information is only to be released for a medical purpose and should be approved by the Chief Medical Officer.

Any violation of this policy is grounds for discipline up to and including termination.

APPROVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_