
EMERGENCY DEPARTMENT POLICIES

SUBJECT:

Opting out of the Directory

NO. 12.2

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Original Date of Issue: 3/03 (from H-25 MSH pol. Man.)

Reviewed:							
Revised:							

Patient Population

Neonate	√
Pediatric	√
Adolescent	√
Adult	√
Geriatric	√

POLICY:

- I. Unless the patient objects every patient will be included in the Mount Sinai directory including
 - A. Name
 - B. Location in the facility
 - C. General condition (e.g., fair, stable, critical, etc.)
 - D. Religious affiliation
2. All information included may be released to people who ask for the patient by name except religious affiliation.
3. Religious affiliation will be given to a member of the clergy even if s/he doesn't ask for the patient by name.
4. Patients who do not want to be listed in the directory may have their entries so flagged in the Master Patient Index indicating that they do not want one or more of these data elements listed.

PURPOSE:

1. To insure that friends, relatives and caregivers can locate patients and obtain limited information with regard to their status.
2. To protect the privacy of patients who do not wish their whereabouts and/or condition to be known.

PROCEDURE:

- I. If a patient does not wish to be included in the directory set the opt-out flag in Cerner.
- II. When consulting Cerner to provide information to callers, check to make sure that the flag is not set prior to releasing any information.
- III. When providing daily reports to clergy re inpatients make sure that patients who have opted out of clergy notification are not included.