



Vice President and Chief Executive Officer of the Medical Center

MEDICAL CENTER POLICY NO. 0034

- A. SUBJECT: Legal Inquiries
- B. EFFECTIVE DATE: January 1, 2014 (Rvd)
- C. POLICY:

The University of Virginia Medical Center Office of Patient Safety and Risk Management is responsible for coordinating communication between Medical Center employees, the legal profession, and interested others regarding inquiries that concern patient care and treatment, or patient or visitor injuries received at the Medical Center.

D. PROCEDURE:

1. Any department or employee contacted by an attorney in relation to a Medical Center incident should confer with the Medical Center Office of Patient Safety and Risk Management prior to communication with the attorney.
2. The Medical Center Office of Patient Safety and Risk Management will screen the request, refer to the appropriate personnel, and assist the staff member(s).
3. The Medical Center Office of Patient Safety and Risk Management will notify and coordinate responses to these requests with the General Counsel's Office, Medical Center's insurance carrier, Piedmont Liability Trust, and others as appropriate.

SIGNATURE:



R. Edward Howell, CEO, UVA Medical Center

DATE:



Medical Center Policy No. 0034 (Rvd)
Approved April 1985
Revised August 1990, September 1993, September 1999, December 2007, December 2010

(SUBJECT: Legal Inquiries)

Reviewed May 1996, August 2002, November 2004, December 2013

Approved by Special Advisor to the Vice President and CEO

Approved by Medical Center Administration