

**Title: REQUESTS FOR REPORTS OR DATA POLICY AND PROCEDURE**

Document Owner: Chris Stefaniak	PI Team: N/A	Date Created: 11/01/2011
Approver(s): Karyn Delgado, Teresa Onken	Date Approved with no Changes: 12/19/2018	Date Approved: 12/19/2018 12/21/2011
Location: Saint Joseph Regional Medical Center (SJPMC)		Department: Medical Staff Services

**Printed copies are for reference only. Please refer to the electronic copy for the latest version.**

**POLICY:**

1. When requests for reports or data are received the request will be forwarded to the Vice President Medical Quality Improvement, Chief Medical Officer, or Director of Performance Improvement for determination of “need to know” per the PI Plan, listed below:
  - A. Confidentiality
    - 1) All information related to performance improvement activities performed in accordance with this plan is confidential. Confidential information may include, but is not limited to, functional team meeting records, organizational PI Reports, data gathering and reporting, peer review activities, incident reporting, and clinical profiling. Information may be disseminated on a “need to know basis” as required by agencies such as federal review agencies, regulatory agencies, the National Practitioners Data Bank, or any individual or agency that proved a “need to know basis” as approved by the Medical Executive Committee, hospital administration and/or the Board of Directors.

**References/Standards:**

- Policy Origin Date: November 2011
- Review Date: December 2012, December 2015, December 2018
- Revised Date:
- Effective Date: December 2011
- Reviewed/Recommended By: Medical Executive Committee
- Policy 187