***[HOSPITAL NAME]***

**ADMINISTRATIVE POLICY**

CATEGORY: Public Relations **CODE: E-1**

SUBJECT: Communication with the Media **EFFECTIVE:**

**COORDINATOR: Business Manager**

A designated person within [HOSPITAL NAME] leadership will be identified to speak on behalf of the hospital to any media outlets. No other employee or staff member should respond to reporters or other media asking for comments or feedback.

If any other person gives information to the media especially related to patient care information it is grounds for disciplinary action (see policy C-6).

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

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