

**PURPOSE**

To establish a primary methodology for communication of important information to members of the Torrance Memorial Medical Center medical staff.

**POLICY**

The Torrance Memorial medical staff will utilize “email” as the official communications tool for its physicians and allied health professionals (AHP’s). Medical Staff members and AHP’s will be required to read and respond to official medical staff emails.

**PROCEDURE**

1. Email communications with the medical staff and AHP’s will only be initiated through the Medical Staff Services or Medical Staff PI Departments.
2. Authorizing officials for Torrance Memorial medical staff communications will consist of Medical Staff Leadership, i.e. Chief of Staff, Chief of Departments, or the Director, Medical Staff Services/Performance Improvement.
3. The acceptability of an email for distribution will be judged via the following criteria: Patient care imperative, Regulatory requirement or official Medical Staff business.
4. Every member of the Torrance Memorial medical staff and the AHP’s will be required to provide and maintain an accessible email address. Any change in email address must be reported to the Torrance Memorial Medical Staff Services or Medical Staff PI Departments.
5. Urgent emails, as appropriate and approved by a member of Medical Staff Leadership or the Director, Medical Staff Services/Performance, may be distributed on an as needed basis.
6. Monthly emails may reference “attachments” for additional information. Such “attachments” and prior month’s emails will be posted on the Torrance Memorial website and included in the Medical Staff Newsletter when appropriate.

\*\*\*\*\*

Initial Approval and Major Revisions:  
 Bylaws Committee: 8/29/2019; 08/18/2023  
 Medical Executive Committee: 10/15/2019; 10/10/2023  
 Board of Trustees: 10/31/2019; 10/31/2023