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| <b>Name of Policy:</b> <u>Correspondence with Outside Legal Counsel</u><br><b>Policy Number:</b> 3364-100-50-01<br><b>Department:</b> Hospital Administration<br><b>Approving Officer:</b> Vice President & Executive Director<br><b>Responsible Agent:</b> Vice President & Executive Director<br><b>Scope:</b> The University of Toledo Medical Center | <br><b>Effective Date:</b> 10/22/2008<br>Initial Effective Date: 6/24/77 |
| <input type="checkbox"/> New policy proposal<br><input type="checkbox"/> Major revision of existing policy   | <input checked="" type="checkbox"/> Minor/technical revision of existing policy<br><input type="checkbox"/> Reaffirmation of existing policy                |

**(A) Policy Statement**

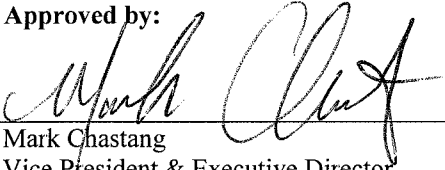
All written or oral communication directed to outside legal counsel of the hospital will be processed through the proper administrative channels.

**(B) Purpose of Policy**

To provide an avenue of communication between outside legal counsel and hospital administration to prevent duplication of efforts and errors.

**(C) Procedure**

- All correspondence will be forwarded to outside legal counsel through the Office of the Vice President & Executive Director or the Office of Legal Affairs – Health Science Campus.
- The Office of Legal Affairs – Health Science Campus (i.e., internal legal counsel) is directly available to anyone.

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| <b>Approved by:</b><br><br>Mark Chastang<br>Vice President & Executive Director | <b>Review/Revision Date:</b><br>5/30/81    10/30/89    4/29/05<br>2/22/83    3/29/91    10/22/2008<br>4/4/84    6/3/93<br>5/22/85    8/16/96<br>10/27/86    6/30/98<br>10/1/87    4/10/01<br>10/3/88    4/30/04 |
| Date: <u>10/06</u>   | <b>Next Review Date:</b> 10/1/11  |
| <b>Policies Superseded by This Policy:</b> 7-50-01   |   |

*It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.*