

**HACKETTSTOWN REGIONAL MEDICAL CENTER**  
**Administrative Policy and Procedure**

**SECTION: ADMINISTRATION**

**Number: AD109**  
**Number of Pages: 1 of 2**  
**Issue Date: March 1996**  
**Reviewed/Revised: January 2005**

**TITLE: SUBPOENAS**

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A. Hospital Related

**Policy:**

Subpoenas involving a hospital medical record shall be accepted by the Medical Record Department or Human Resource Department.

**Procedure:**

1. A copy of the patient's medical record will be forwarded from the Medical Record Department once proper authorization is obtained.
2. Any question of hospital liability will be forwarded to the Risk Manager.

B. Staff Members

**Policy:**

The Human Resource Department will accept service of Subpoenas for employees who are presently employed and available. Risk Management will be notified if the subpoena is related to the hospital's operation.

**Procedure:**

1. The court representative shall deliver the Subpoena to the Human Resource Department.
2. Human Resources will notify the employee.
3. If the subpoena appears to be a personal issue, the employee will be contacted to determine if he/she is available to be served. If the employee is not available to be served, the court representative will be told to deliver the subpoena to the employee's home or elsewhere.

**AD109 – SUBPOENAS**

4. If the subpoena appears to be related to the employee's job or the hospital, Risk Management will be notified along with the employee.
  - a. Risk Management will notify the insurance company and the defense attorney and forward all information to them.
  - b. The defense attorney will answer the Summons on behalf of the employees.
  - c. Investigative interviews of named staff will be conducted by the Risk Manager and the risk service representative from our professional liability insurer.
  - d. All communications to the staff, regarding the summons, complaint, depositions and trial, will be channeled through the Risk Management Department.
  - e. Staff members will be assisted with interrogatories and prepared for depositions as required by the Risk Manager.
  - f. If a jury trial is required, the staff will be accompanied to court by the Risk Manager whenever possible.