



Guideline Title:	Guidelines for When Legal Papers are Served on Campus
Owner:	
Department:	GME
Origination Date:	2/13/98
Last approved date:	11/15/19
Approved By:	GMEC

I. Scope

This guideline was developed for SIU Medicine. SIU Medicine collectively applies to the SIU School of Medicine (SIU SOM), including the Federally Qualified Health Center (FQHC), and SIU HealthCare (SIU HC). These entities are collectively referred to as SIU in this document.

This document applies to SIU staff, faculty, trainees, agents, officers, directors, interns, volunteers, contractors, and any other individual or entity engaged in providing teaching, research and health care items and services at SIU. These individuals are collectively referred to as SIU personnel in this document.

II. Definitions

The term “resident” is inclusive of all trainees at SIU SOM, whether training in a residency or fellowship program. The term “program” is inclusive of all SIU residency or fellowship programs, whether accredited or non-accredited.

III. Purpose

The purpose of this document is to provide direction on the process when a resident is served with legal papers.

IV. Procedure

- a. If it is a medical liability situation, the server should be directed to the Risk Management Office of the appropriate hospital.
- b. For legal papers other than a medical liability situation, the program coordinator should be contacted to reach the resident and to facilitate the meeting between the server and the resident, but should not be physically present unless requested by the resident.
- c. The resident should immediately notify the Risk Management Office at the appropriate hospital that they have served in a medical liability claim and should be prepared to provide the name of the case.
- d. The resident should not appear for or schedule a deposition without the assistance of the appropriate Risk Manager.
- e. No staff person should accept legal papers on behalf of a resident.

V. References

VI. Attachments

Springfield Malpractice Information & Guidelines

VII. Periodic Review

VIII. Reviewed by

IX. Office of Responsibility

GME