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MEMORANDUM

To: All NYU Department Chairmen and Service Chiefs

From: Max M. Cohen, M.D.
Chief Medical Officer

Date: December 29, 2004

Subject: Academic Observers

Dear Colleague:

It has come to my attention that we have an increasing number of physicians and dentists who are not members of the medical staff coming to the medical center to observe for educational purposes.

To assure patient safety at NYU Medical Center and comply with New York State regulations, we have established a process for providing a temporary NYU ID Badge through the Security Office. Observers will be required to be approved and processed by the appropriate Clinical Department Chairman, or Chief of Service.

Academic Observers are those physicians who are not members of the medical staff, but who wish to observe at the medical center for educational purposes. They are welcome to observe, but may not participate in the actual delivery of care. They do not perform any healthcare role whatsoever, and are explicitly forbidden to actively participate in patient examinations, procedures, clinical decision making, and do not contribute to documentation. Academic Observers must abide by all applicable HIPAA patient confidentiality regulations. Specific consent must be obtained from any patient whose clinical encounter or procedure will be attended by an academic observer.

The Chairman of the Clinical Department, or Chief of Service is responsible for completing the attached request form along with the required documentation and submitting it to Security for processing of the academic observer's temporary ID Badge. Forms may be obtained in the Security Office or on the NYU intranet under the "forms" tab.

Thank you for your cooperation.

All forms are obtained and processed through the Department Chairman's Office.