



Guideline Title:	Guidelines for When Legal Papers are Served on Campus
Owner:	
Department:	Graduate Medical Education
Origination Date:	2/13/98
Last approved date:	5/17/24
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 when legal documents are being served on residents. These individuals are collectively referred to as SIU personnel in this document. When legal documents are being served or legal requests are made related to SIU employees and providers, please refer to the Subpoena Guidelines on the HIVE (“Subpoenas, Summons, and Legal Requests from Attorneys, Entities and People Outside SIU”).

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 or patient related situation, SIU personnel can accept the documents and then immediately provide the documents to the resident.
- b. The resident should immediately contact the Risk Management Office of their employing hospital. The resident should be prepared to provide the name of the case, and to provide the original or copies of the document to the hospital Risk Management Office.
- c. For legal papers of a personal nature, the program coordinator should be contacted to reach the resident and to facilitate the meeting between the server and the resident; however the server may not know the content of the documents.
- d. The resident should not appear for or schedule a deposition without the assistance of the appropriate Risk Manager.

V. References

VI. Attachments

Springfield Malpractice Information & Guidelines

VII. Periodic Review

VIII. Reviewed by

Graduate Medical Education Committee

IX. Office of Responsibility

GME