



ADMINISTRATIVE POLICY

Policy Title	Subpoena Policy
Policy Subtitle/Subject	Subpoena Policy
Responsible Executive(s) (RE)	Victoria Johnson
Responsible Office(s) (RO)	Office of the General Counsel
Primary Point of Contact from RO	Administrative Legal Specialist
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Permanent

Temporary

1.0 POLICY STATEMENT

Tulane University's procedure for accepting service of a subpoena and responding to a subpoena.

2.0 PURPOSE AND SCOPE

Tulane University's procedure for accepting service of a subpoena and responding to a subpoena.
Procedure for outside entities (not affiliated with Tulane University) seeking medical records.

3.0 APPLICABILITY OF THIS POLICY

All members of the Tulane community.

4.0 WEBSITE ADDRESS FOR THIS POLICY

policy.tulane.edu

5.0 CONTACTS

Subject	Contact	Telephone	E-mail/Web Address
Subpoena Policy	Office of the General Counsel	504-865-5783	https://counsel.tulane.edu

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7.0 DEFINITIONS

Subpoena – an order directing the recipient to appear and testify at a specific time and place.

Subpoena Duces Tecum – requires the recipient to produce certain documents listed in the subpoena on the date and time designated in the subpoena.

8.0 POLICY AND PROCEDURES

8.1 Procedure for Responding to a Subpoena

If the subpoena is directed at Tulane University or one of Tulane University's departments or schools:

The Office of the General Counsel is the only Office designated to accept service of a subpoena on behalf of Tulane University. Please direct the individual attempting to serve the subpoena to the following locations:

Uptown – 300 Gibson Hall, 6823 St. Charles Avenue, phone 865-5783, fax 865-5784

Health Sciences Center – Tidewater Building, 1440 Canal Street, Room 1406 (Mail Code: 8403), phone 988-5031, fax 504-988-7777

If an employee has erroneously accepted the subpoena, please contact the Office of the General Counsel immediately. Please sign, date, and email or fax the subpoena to the Office of the General Counsel immediately.

A subpoena does *not* grant authority to search the premises.

8.2 Requests for Medical Records.

If you are an outside entity (not affiliated with Tulane University) issuing a subpoena for medical records of a patient of Tulane Medical Center, Lakeside Hospital, Lakeview Hospital, or of any other hospital or clinic part of Tulane Health System, and/or of the Tulane Institute of Sports Medicine, the request should be directed to the following entity:

Medical Records Custodian
Tulane University Medical Center
1415 Tulane Avenue, 2nd Floor (HC-11)
New Orleans, LA 70112
lmctulane@cioxhealth.com

Neither Tulane University School of Medicine, a/k/a The Administrators of the Tulane Educational Fund, d/b/a Tulane University Health Sciences Center, nor any of our physicians are medical records custodians of the above entities.

If you are seeking documentation relating to the medical records of a patient allegedly seen at the Tulane University Medical Group (TUMG) Clinic, please send your request and authorization to

TUMG Release of Information: tumgroi@tulane.edu

9.0 CONSEQUENCE OF VIOLATING THE POLICY

Violation of this policy may result in disciplinary action, up to and including termination and/or criminal prosecution.