

**CU Medicine
Release of CU Medicine
Information**

1. COST CENTER CHAIRS AND ADMINISTRATORS:

- Cost Center Chairs and Administrators may request information concerning members of their respective department. The request can be made to CU Medicine Administration. These inquiries may include items such as member charges, income, incentives, patient information, and accounts receivable information.
- Release of information concerning other cost centers shall not be made without prior written approval of the Cost Center Chair and must be information relating to the respective cost center. All requests shall be brought to the attention of CU Medicine Executive Management (Executive Director, COO and/or CFO).

2. PRESIDENT, CU Medicine:

- The President may request, per CU Medicine bylaws, information on the activities of all CU Medicine cost centers and members.

3. INDIVIDUAL FACULTY:

- Aside from regular monthly and quarterly reports produced by CU Medicine and provided to individual faculty, any individual faculty requests for special reports, or financial data related to departments, or CU Medicine overall, must flow through proper channels.
- The Department Chair or designee must communicate requests for departmental information, such as incentive payments to department faculty, to CU Medicine Administration.
- Individual faculty members may always request their own financial information directly from CU Medicine. If a faculty member feels that financial information is being inappropriately withheld, the faculty member should communicate his/her concerns and requests to CU Medicine Executive Management (Executive Director, COO and/or CFO).

4. UNIVERSITY OF COLORADO:

- In accordance with the operating agreement, the University of Colorado may request information regarding all CU Medicine activities. All other requests for information should be authorized by CU Medicine's Executive Management (Executive Director, COO and/or CFO).

5. THIRD PARTY REQUESTS:

- All requests for CU Medicine information from third parties, other than health insurance companies, shall be referred to the Executive Director or designee.

Last Updated: September 16, 2011