



SUBJECT: Media Release of Information Authorization		PAGE: 1
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RELATES TO: Media Release of Information Authorization Form and Instructions; Policy #01-201-01		

I. AFFECTED DEPARTMENTS

- PIHP Board CMH Personnel Genesee County CA Other:
 PIHP Personnel CMH Sub-Contractors CA Sub-Contractors

II. STATEMENT

All photos, recordings, interviews, media interviews, publications, or observations must have a signed Media Release of Information Authorization and project approval before commencing.

III. PROCEDURE

1. Effective January 11, 2010, all staff wishing to record, interview, observe, etc., a client must use the Media Release of Information Authorization form.
2. All information on the form must be completed.
3. Before the project begins, permission must be received by the Manager of Customer Services & Access or the Manager of Training & Community Relations, along with the CEO or COO. (The Manager of CS/Access or Training/Community Relations will obtain permission from the CEO or COO.) Please allow sufficient time to receive these permissions prior to the commencement of your project.
4. The original Media Release of Information Authorization form must be sent to the Manager of Customer Services & Access. No copies are to be kept on file in clinical or personal files. A copy of the signed release is to be given to the client.

IV. TRAINING

Support staff are responsible for training program staff.

IMPLEMENTED: 01-2010