PHOTOGRAPHING, VIDEO RECORDING, AUDIO RECORDING OR CINEMATOGRAPHY OF PATIENT AT LSU-HSC

Purpose:

To provide specific criteria for obtaining permission to document a patient on film or audio tape while being treated at LSUHSC - Shreveport.

Policy:

1. A release (consent) form must be signed by the patient (or in the case of a child or incompetent patient, by a parent, guardian or any person authorized to give consent for medical treatment) before photography, videography, audio or cinematography recording of the patient will be permitted.

2. The signed consent form for all authorized recordings shall be filed in the patient’s medical record.

3. A Medical Communications Consent Form (available from the Medical Communications Department at extension 55260) shall be completed prior to documenting a patient via photographs or on audio tape when the documentation is done by Medical Communications Staff, by a staff physician or any other LSU-HSC staff member. When LSUHSC-S Video Services and Telehealth is videotaping on behalf of LSUHSC-S employees, a release form provided by Video Services and Telehealth shall be completed and signed by the patient or parent/guardian, as appropriate, before videotaping commences. Video Services and Telehealth may be contacted at extension 55268.

4. An Administrative Release Form shall be completed when the photography, videography, film or audio recording is done by:

   (a) Patient
   (b) Family or Next of Kin
   (c) Attorneys
   (d) Investigators
   (e) News Media
   (f) Other

During regular working hours (Monday - Friday) the Administrative Consent Form shall be obtained from Hospital Administration. After
regular working hours, the Administrative House Manager shall be contacted for release form.

5. Where photographs, video, or audio recordings are requested by news media, television production crews or others for the purpose of publication or broadcast to public audiences, such requests shall be referred to the Office of Information Services, extension 55408. After hours, nights and holidays, ask the hospital switchboard to contact the Director of Information Services.

6. Recording equipment of any type is not allowed unless authorized and will be monitored by the University Police Department.

________________________________________
Administrator

________________________________________
Date

Written: 9/90
Revised: 8/95, 11/97, 2/00, 3/03
Clinical Board Approval: 3/18/03