

Mortality and Morbidity Case Conferences

Instructions for Obtaining Disclosures and Confidentiality Agreements On-site

All participants must complete a disclosure form and a confidentiality agreement before the session begins. The OU/CPD office will collect and track the disclosure forms. It is the department's responsibility to collect and track the confidentiality forms (utilizing Qualtrics). The CPD office will send a copy of the confidentiality agreement that has been set up in Qualtrics.

Once disclosure forms are mitigated, all participants will be listed on the disclosure and mitigation report included in the session announcement.

If a participant attends in person without having completed the two forms, the following process will take place:

1. A department representative will have paper copies of disclosure forms and confidentiality agreements on-site for the participant to complete before entering the session.
2. A department representative will give the completed paper disclosure forms to the moderator, who will verbally read the disclosures before the session begins.
3. After the session, the department representative will scan and email the signed paper disclosure forms to the OU/CPD office (susie-dealy@ouhsc.edu).
4. After the session, the department representative will send the paper confidentiality agreements to risk management.

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Instructions for Obtaining Disclosures and Confidentiality Agreements **Virtual**

If a participant attends virtually without having completed the two forms, the individual will not be able to attend the session.