Policy/Procedure Manual: **CSG ADMINISTRATIVE OFFICE**

Individuals Reviewing: **James D. McCoy** **Administrator, CSG** **Eric J. Werner, MD** **CMIO, CSG**

Policy No.: CSG Admin- 001 Effective Date: 04/09/2015 Previous Revision: N/A

Dates Reviewed:

SUBJECT: Press Ganey Survey Results

POLICY: The authority to give users access and/or distribution of CSG's overall survey results remains with CSG.

New Users

All new users must be approved through the Clinical Operations Administrator at CSG. If a user is already in the Press Ganey system, through CHKD's inpatient survey or other physician groups, the root user of the account can add that person with permission from the Clinical Operations Administrator at CSG.

CSG Permission for Distribution

Permission for use and/or distribution of CSG overall survey results should be obtained from the CSG Clinical Operations Administrator or if this person is unavailable, permission may be obtained from the CSG CMIO or the CSG CEO. The use and distribution of practice specific survey results must be approved by the CSG Division Director or Practice Manager.