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MEDIA REQUESTS

- **For all media requests or campus visits, contact Shelli Dankoff at 309.655.3897. If Shelli is not available, contact the Public Relations office at 655-2321.**
- Weekends: Call Shelli.
If Shelli is not available, call Amy.
- **If a patient, family member, doctor, or employee invites you to interview him/her on campus, you must contact Public Relations.**
If the interview involves a patient, a signed consent form must be in the patient's file before any interviews/photos/videos take place.
- Media Parking: In circle drive by entrance to North Parking Deck or along Glen Oak Avenue.
- **A PR rep must escort all media while on the main campus of OSF Saint Francis.**

PATIENT CONDITION REPORTS:

Call Shelli Dankoff (309.655.3897) Monday – Friday 9 AM – 5 PM for condition reports. If necessary, leave a message that includes the patient's name. If Shelli's voicemail indicates she is not available call Lauren Rochester (309.655.2321) for assistance.

After hours, call the hospital operator at 309.655.2000 and leave a message for the Nursing Supervisor.

CONDITIONS:

There are only four words we can use to describe a patient's condition: **Good, Fair, Serious, or Critical.**

Please do not ask us to elaborate or provide additional details about a patient. We are unable to, because of HIPAA privacy laws. If you would like to learn more, go to www.hipaa.org.

If a patient, his/her family, or law enforcement requests that no information be released, we must honor that request. The patient is then placed on the Do Not Publish (DNP) list. In these instances, **we are unable to even confirm if the person is a patient** at OSF Saint Francis Medical Center or Children's Hospital of Illinois.

MEDIA TIPS:

Any patient brought to our facility 17 years of age or younger is a patient of Children's Hospital of Illinois, including the Emergency Department.

Any stories dealing with sleep disorders, neurology, Multiple Sclerosis, epilepsy, brain or spinal injuries are considered the **Illinois Neurological Institute (INI)** rather than OSF Saint Francis Medical Center, and should be referenced as such.