

9/21/21

## **BEM Clinical Guidelines Website: Document Selection Process and Criteria**

Submit documents to [BEMClinicalResources@brownphysicians.org](mailto:BEMClinicalResources@brownphysicians.org).

For a document to be uploaded to the BEM Clinical Resources Website, it must meet the following criteria:

- 1) All documents must be in PDF format
- 2) No PHI, PII, or sensitive intellectual property
- 3) The Lifespan logo should not appear on documents
- 4) Contact information and sensitive information for individuals (**signatures, phone numbers, email addresses, physical addresses, etc**) should be removed from documents

Many documents that meet the above criteria are still considered sensitive, or for other reasons, are best suited to another upload location such as ADP, sharepoint, the Lifespan intranet, etc. When this is determined, the BEM Clinical Resources group will reply to submitters and suggest the preferred upload location.

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