

The Hospital Quality Institute (HQI) is writing to inform you of an important change to our Patient Safety Organization (PSO) services. Effective December 19, 2025, HQI will be discontinuing its current PSO platform services.

As we transition away from our current platform, we want to ensure your patient safety event data (Patient Safety Work Product or PSWP) is handled according to your preferences and in full compliance with all applicable regulations.

Before migrating platforms, we need your specific instructions regarding the disposition of your PSWP currently held within our PSO. **Please select one of the following options for your data by December 5, 2025.**

**Option 1:** HQI will transfer your PSWP to Press Ganey PSO, our successor PSO provider. By signing this transfer agreement, you agree to delegate the disclosure of identifiable PSWP to HQI/CHPSO to disclose this PSWP to Press Ganey PSO for patient safety activities under 42 U.S.C. 299b-22(g)(4).

**Option 2:** HQI will return your PSWP directly to you in CSV or common database format. Please note that once PSWP is returned to you, it will no longer be within CHPSO but remains privileged and confidential under 42 U.S.C. 299b-22(d) and, therefore, is protected from discovery and third-party request and can be transferred by you to another PSO, including Press Ganey PSO.

**Option 3:** HQI will permanently destroy all PSWP in accordance with applicable regulations on December 20, 2025.

Please complete your election by December 5, 2025, by completing this form and sending to Scott Masten at [smasten@hqinstitute.org](mailto:smasten@hqinstitute.org). If we do not receive your response within this deadline, we will destroy the PSWP pursuant to Option 3 above.

Your CHPSO Patient Safety Organization Participating Provider Agreement will terminate upon your declaration of data disposition pursuant to section 7.2 of that Agreement. If no declaration is made, your Agreement will terminate in 30 days of this notice or upon the data's destruction.

Sincerely,

Robert Imhoff  
President, Hospital Quality Institute



# CHPSO

*Eliminating preventable harm  
and improving the quality of  
health care delivery*

**Collaborative Healthcare Patient Safety Organization**



A DIVISION OF THE HOSPITAL QUALITY INSTITUTE

## PATIENT SAFETY WORK PRODUCT DATA DISPOSITION ELECTION FORM

Hospital/Organization Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

I elect the following disposition of our Patient Safety Work Product held by HQI's PSO:

☐ Option 1: I authorize HQI to transfer our PSWP to Press Ganey PSO.

☐ Option 2: I authorize HQI to return our PSWP directly to us.

☐ Option 3: I authorize HQI to permanently destroy all PSWP for our organization.

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_