DISMISSAL OF PATIENTS

POLICY

Use the following procedure to transfer or close-out a patient record:

1. When a patient terminates care with an intern or the patient is to be transferred to another intern, the current intern must fill out a Patient Release / Transfer (HC 3050) and submit the form and the patient's file to the patient's case doctor. The patient's file must be audited and signed by the patient's case doctor who will then assign the patient to a new intern prior to returning the file to the record room for transfer processing.

2. Record of the transfer/close-out must be entered in the Clinical Comments (HC 2010).

3. If the records are found to be incomplete, or if any x-rays are missing, the dean of clinics and the intern will be notified. The intern will be held responsible for the missing x-rays and is responsible for the cost of replacement.

   Note: If a patient wishes to obtain his/her x-rays or have them transferred to a field chiropractor or another health care provider, his/her intern must complete and have the patient sign an X-ray Release (HC 2065) form. Record room personnel will mail the x-rays.

   X-rays (or copies of x-rays) will be released ONLY:

   - To the patient.
   - To a licensed chiropractor or another health care provider.

4. When a patient has been properly closed-out or transferred, the intern's Patient Log (HC 4010), located in the record room, will be updated with the date of dismissal, the number of visits the intern met with the patient, and the current location or destination of that patient's record.

5. The intern will not receive credit for having managed a patient's care unless the intern properly transfers or closes-out the patient record.

6. The intern to whom the patient is being transferred will receive written notice from the record department indicating that the patient has been officially transferred to his/her care. Once the record has been transferred, the new intern is responsible for the care of that patient and the contents of the patient record.