(Name of Practice)

**Policy for Terminating the Physician- Patient Relationship**

**Policy**: If a physician- patient relationship is no longer proceeding in a positive manner, this practice may terminate the relationship in accordance with all state and Federal laws, rules, regulations, and AMA Guidelines.

**Procedure:**

1) Discuss concerns with patient and explain consequences

2) Determine whether termination is appropriate.

3)Provider identifies a patient that is no longer benefiting or is being affected negatively from the physician- patient relationship.

The following is a list of examples that may result in termination. However, these are only examples and not a comprehensive list of all circumstances that may result in termination.

-No-shows or cancels appointments frequently or repeatedly

-Does not adhere to office policies

-Is abusive or inappropriate to office staff

-Fails to arrange for a payment plan with a large outstanding balance

-Fails to follow a treatment plan

4) Written notification will be provided to the patient with an Authorization for Release of Records. A letter must contain the following elements:

-Statement of termination from practice including reason for termination

-If necessary, inform the patient that the practice will provide care interim care (typically up to 30 days)

-Provide resources for finding a new provider such as a medical society

-If applicable, notify of potential consequences of failure to continue care with a new provider

5) Send notification via certified mail with a return receipt requested

6) Include a copy of notification in the patient’s chart and record the letter in the patient’s medical record

7) If applicable, send copy of notification to health insurance carrier

*This sample document is for general informational purposes only and may not reflect current legal developments or the law in your particular jurisdiction. No warranties, guarantees, or representations are made as to the accuracy and adequacy of the information provided. Contact your legal counsel for legal advice for your particular situation*