



Ambulatory Clinic Policy and Procedure

Title: PHYSICIAN SEPARATION PROCEDURE	Policy Number: EP 9.10
Regulation Reference: Texas Medical Board chapter 165, §§165.1 – 165.6	Effective Date: 01/2022

Policy Statement:

It is the policy of the Texas Tech Physicians of El Paso (TTP-EP) to provide direction to physician faculty members separating employment from TTP-EP in keeping with State regulations.

Scope and Distribution:

This policy applies and will be distributed to all TTP-EP physician faculty.

Procedure:

Faculty members who leave TTP-EP employment must follow steps 1-5. It is the sole responsibility of the physician to comply with these requirements. Depending on the situation and the clinic, the duties regarding posting notices in the waiting room and the letters to the patients may be taken care of by clinic staff; however, the individual physicians MUST PLACE any newspaper ad themselves in the local paper for at least one issue (TTP-EP will not handle this). For the information required in the ad, see 2 below. The provider must also notify the Texas Medical Board (TMB) of the changes in practice location.

The closure of a clinic, with a relocation of the faculty to another Texas Tech clinical site, typically invokes these requirements as well. In that situation, the faculty should work with their Department Administrator to coordinate any required notices.

Faculty who have not seen a patient in a non-hospital outpatient setting within the past two years are only required to follow steps 8-10. Typically this would apply to faculty in the Departments of Radiology, Emergency Medicine, Pathology, and most Anesthesia providers, as well as providers who work solely in a hospital setting such as Hospitalists.

1. It is the sole responsibility of the provider to notify patients at least 30 days before the date of the practice closure or relocation. The methods that shall be used are as follows:
 - a) Posting notice on the physician’s practice website; OR
 - b) Publishing notice in the newspaper of greatest general circulation in each county in which the physician practices or practiced, and in a local newspaper that serves the immediate practice area (the TMB does not specify how long the ad should run, it can be one day to 30 days).
 - c) Placing written notice in the physician’s office; and
 - d) Notifying patients seen in the last two years of the physician’s discontinuance of practice by either:
 - Sending a letter to each patient or
 - Sending an email to each patient, in a manner compliant with state and federal law

2. The notice should include:

The date the individual will no longer be available to patients, and indicate that copies of the patient’s medical record may be obtained or forwarded to another physician by contacting:



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Texas Tech Medical Records Department

Phone: (915) 215-4482

Fax: (915) 545-6696

3. The notice should remain posted until the date of the closure or relocation. The departing physician shall coordinate with the Department Administrator.
4. It is recommended that copies of all methods of notice are kept for future reference.
5. If the Department agrees to assist with this notice, Attachment "A" should be used for future reference.
6. If the Department chooses to assist in preparing the patient letter
 - a) The letter must be provided in Spanish and English
 - b) You may adjust the format to include both versions on one side of a page or do front/back printing on a single sheet of paper.
7. A copy of all notices must be sent to the TMB within 30 days of the practice closure/relocation date. This should be mailed to:

Texas Medical Board
Registrations MC 241
PO Box 2081
Austin, TX 78768-2018

8. The provider should update his/her TMB profile information with a new address, phone number, etc. This profile update is available online at the TMB website, <http://www.tmb.state.tx.us>
9. Within 30 days of a provider's change of mailing/practice address, or professional name from the address, or professional name on file with the TMB, the provider shall notify the TMB in writing of such change and submit additional documentation if requested.
10. As a part of the registration application/renewal process, each provider, shall submit to the TMB new telephone/fax numbers and e-mail addresses, if available and appropriate, that the Board may use to contact the provider in an emergency. Any change in this information must be reported to the TMB no later than the 45th day after the date of the change.

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Signatory approval on file by: Juan Figueroa M.D., Director of Clinical Operations Clinic Medical Directors Committee, Chair Texas Tech Physicians of El Paso	
	