

## *Ambulatory Clinic Policy and Procedure*

Title: <b>PHYSICIAN SEPARATION PROCEDURE</b>	Policy Number: <b>EP 9.10</b>
Regulation Reference: Texas Medical Board chapter 165, §§165.1 – 165.6	Effective Date: <b>4/2015</b>

### **Policy Statement:**

It is the policy of the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) to provide direction to physician faculty members separating employment from TTUHSC El Paso in keeping with State regulations.

### **Scope and Distribution:**

This policy applies and will be distributed to all TTUHSC El Paso physician faculty.

### **Procedure:**

Faculty members who leave TTUHSC El Paso 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 physician MUST PLACE the newspaper ad himself in the local paper for at least one issue (TTUHSC El Paso will not handle this). For the information required in the ad, see step 1b 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 3-5. 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 three (3) mandatory methods to be used (it is recommended that you keep copies of all three for future reference) are as follows:
  - a) Post a notice in the solo or group practice office waiting room regarding the closure/relocation of the provider's practice. 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 Texas Tech Medical Records Department at (915) 215-4482 Fax (915) 545-6696. The notice should remain posted until the date of the closure or relocation. The departing physician shall coordinate with the Department Administrator
  - b) Place an ad in the local newspaper of greatest general circulation. 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 Texas Tech Medical Records Department at (915) 215-4482 Fax (915) 545-6696 The TMB does not specify how long the ad should run – it can be one day to 30 days.
  - c) Mail letters to all patients seen by the provider in the past two years. The notice should include the date the individual will no longer be available to patients, and indicate that copies



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of the patient’s medical record may be obtained or forwarded to another physician by contacting Texas Tech Medical Records Department at (915) 215-4482 Fax (915) 545-6696.

The departing physician’s Department may, but is not required to, assist in preparing and mailing this letter. As specified in the Texas Medical board rules, this notification is ultimately the responsibility of the Physician. If the Department agrees to assist with this notice, Attachment “A” should be used as the template.

If the Department chooses to assist in preparing the patient letter, the Department must select and complete one of the 3 options. The letter must be provided in Spanish and English. You may adjust the format to include both versions on one side a page, or do front / back printing on a single sheet of paper.

- 2. A copy of **all three 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 2018  
Austin, TX 78768-2018

- 3. 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>
- 4. Within 30 days of a provider’s change of mailing/practice address, or professional name from the addresses 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.
- 5. 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 45<sup>th</sup> day after the date of the change.

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Signatory approval on file by: Michael J. Romano, M.D. Associate Dean of Clinical Affairs Clinic Operations Committee, Chair Texas Tech University Health Sciences Center El Paso	