

Colorado State Board of Medical Examiners Policy

POLICY NUMBER: 40-02
Title: Guidelines for Discharging a Patient
Date Issued: 2/13/97
Date(s) Revised:
Reference:
Purpose: To set guidelines for the proper discharge of a patient from a physician's practice.

POLICY: It is the policy of the Board of Medical Examiners that the proper discharge of a patient from a physician's practice includes the following elements:

- The discharge is done in writing, via certified mail, to the patient.
- In the discharge letter the physician agrees to provide 15-30 days of provisional coverage while the patient obtains a new physician.
- If possible, the physician provides referral information to the patient regarding possible new physicians.
- Notification in the letter to the patient that patient records will be sent to the new physician upon receipt of written authorization from the patient.

This policy was adopted by the Board of Medical Examiners on February 13, 1997.