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Medical discharge letter template

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Download Sample patient discharge letter DOC: 96.1 KB | PDF: 41.1 KB (1 page) (4.3, 8 votes) Published on: June 18, 2019 Patients can “fire” any physician they employ, and can do so for any reason and without advance notice. As physicians do not employ patients, they cannot “fire” them. But physicians can discharge patients from their medical practice for any legitimate and non-discriminatory reason, and thus terminate the doctor-patient relationship. Whether the end of the doctor-patient relationship is initiated by a patient or the physician, some safeguards should be taken to ensure that the separation is legally proper and does not endanger the patient. Physicians or their staff who have general questions about discharging patients can contact our Patient Safety & Risk Management Team for assistance. When Patients Discharge Doctors Doctor-patient relationships can end for a number of reasons. Patients may initiate the end of the relationship because they are moving to another location; are dissatisfied with the care they are receiving; can’t afford the doctor’s fees; are dissatisfied with office practices and policies, such as being kept waiting too long for an appointment; require the ongoing attention of another specialist; are “doctor-shoppers;” or are disappointed when their expectations of the doctor are not met. A patient can end the relationship by giving the physician oral or written notification. Physicians should document this notification in the patient’s chart. It may be prudent to send the patient an acknowledgment that he or she has terminated the doctor-patient relationship, and then retain a copy of the letter.

[illegible]

If a patient's request to change doctors comes as a surprise, the physician might consider notifying the patient to discuss the reasons. Sometimes, a misunderstanding or minor problem can be resolved with a personal call. Alternatively, send a letter to acknowledge the patient's decision and inquire about the reasons. (See sample letter "A" below) If the patient is changing doctors because of a complaint about his or her medical care and the doctor is concerned about the possibility of a malpractice claim, notify the MIEC Claims Office for advice on how, or whether, to respond to the complaint. Only a physician should respond to a patient's complaint about medical care. If patients are leaving the practice because it is too difficult to get an appointment, or because they have to wait too long in the reception area, review your scheduling practices. When Doctors Discharge Patients Physicians can end a doctor-patient relationship for many reasons, including a determination that the patient requires the services of a different specialist. Doctors also may discharge patients who are uncooperative; do not follow medical advice; do not keep appointments; do not pay their bill; or are disruptive or unpleasant to the staff. **Caveat:** Some managed care plan (MCP) contracts limit a physician's ability to terminate doctor-patient relationships. Read managed care contracts carefully to determine if you are able to discharge assigned patients and, if so, what form of notice you must give to patients and to the MCP. If you leave an MCP that assigned patients to you, even if the plan sends its own letter advising patients, you should send a letter to each patient yourself and indicate what arrangements you have been told the MCP will make to assign the patient to a new doctor.

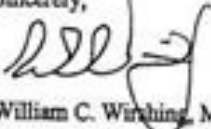
William C. Wirthling, M.D.
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(310) 253-9494

23 April 2008

Re: Damon Duval
To Whom It May Concern:

This letter is written at the request of the above referenced patient. I am a physician who has been licensed to practice medicine in the state of California since 1983. I am Board Certified in Psychiatry and Neurology and have added qualification in Geropsychiatry. Mr. Duval underwent a comprehensive psychiatric evaluation by me on 23 Apr 2008. It is my understanding that he requested this evaluation as part of a child custody proceeding in the Santa Monica courts. It is my considered medical opinion that Mr. Duval suffers from no acute psychopathology and that there is no medical reason to believe that he could not perform customary parenting responsibilities. Further, based on his history and characterologic makeup he has a much lower than average future risk of engaging in interpersonal violence.

I swear under the usual penalties of perjury that the foregoing is an accurate and complete accounting of my medical opinion. Please feel free to contact me with any questions you might have concerning this correspondence.

Sincerely,

William C. Wirthling, M.D.

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Physicians can terminate a doctor-patient relationship for virtually any non-discriminatory reason, provided they give the patient proper notice and do not withdraw from caring for a patient who is in the midst of a medical crisis. The decision to end a doctor-patient relationship should be made by a physician and never by office staff. Avoid A Claim of Abandonment Once a physician undertakes to treat a patient, he or she must continue to provide care unless: The patient's condition is such that care is no longer reasonably required; The patient terminates the doctor-patient relationship; The physician gives written notice of withdrawal of care and allows sufficient time (typically 15-30 days) for the patient to employ another doctor; when deciding the length of transition time, one should take into consideration the availability of other physicians in the area who are accepting new patients; The physician agreed to treat only a specific ailment or injury, or agreed to treat at a certain time or place, such as when a doctor who is on an emergency department on-call panel agrees to see the patient on a limited basis for a specific problem. (Hospital medical staff bylaws usually determine whether on-call physicians summoned to the ED must also accept the patient for continuing follow-up care.) At the physician's discretion, the reason for the decision to withdraw from care may be included in the patient's medical record. However, the physician should not include in the medical record any information that is not relevant to the patient's care. If the physician is terminating the relationship, the physician should inform the medical society for the names of physicians who accept new patients. Patients who were assigned by a managed care organization (MCO) should be referred back to the MCO for reassignment to another physician. Objectively documented in the patient's chart the reasons for terminating the doctor-patient relationship and, as appropriate, include details of discussions with the patient. The sample withdrawal from care letter (See sample letter "B" below) can be adapted by physicians to discharge a patient and permanently withdraw as the patient's physician. Send the letter by certified mail and request a return receipt, which is evidence the addressee received the letter. [division using repeated subtraction worksheets.pdf](#) File a copy of the letter and the signed returned receipt in the patient's medical chart. Should the patient fail to accept the certified letter, file the returned, unopened letter in the patient's chart, and send another copy of the letter by regular mail. If appropriate, extend the date by which the patient is expected to have located a new physician to ensure the patient has adequate time to do so. Write a note in the patient's chart to indicate the date this letter was mailed and by whom. Advise Appointment Scheduler Tell appointment schedulers when a patient has been sent a withdrawal from care letter, so that an appointment is not offered to the patient after the transition period. Scheduling a discharged patient for a new appointment may construed by the courts as the establishment of the doctor-patient relationship. End the Relationship Formally Whatever the reason a physician decides to withdraw from a patient's care, he or she is advised to manage the process cordially. It is customary for the physician to provide the patient with a written explanation of the reasons for ending the relationship. The physician should also provide the patient with a copy of the medical record. The physician should also provide the patient with a copy of the medical record because the patient has not paid for medical services. Such withholding of the records and/or medical information exposes the physician to liability should the patient suffer an injury because another doctor did not have access to important information in the medical record. [92386.322883.pdf](#) Do not relinquish the original chart to the patient or to other doctors. With the patient's written authorization, a copy of the chart can be sent to another doctor or to the patient. On-Call Responsibility Remains A physician who is on an emergency department's on-call panel and who is summoned to the ED to see a patient who was discharged from the doctor's practice cannot refuse to see the patient in the ED. [algo sucede cuando le adores adoras.pdf](#) The physician can, however, limit his or her responsibilities to treating the patient in the emergency department and, depending on the hospital's medical staff bylaws, may not have to see the patient in follow-up, but can refer the patient to another physician. When the on-call physician makes a referral to another doctor for follow-up, or finds another physician to admit the patient to the hospital, the arrangements should be clearly documented in the ED medical record and made clear in writing to the patient. Get Advice from the Office/Department Address Email Phone Patient Safety Risk Management Oakland, CA [patientsafetyriskmgmt@gmcc.com](#) 510-420-1200 Home [patientsafetyriskmgmt@gmcc.com](#) 510-420-1200

Note: This letter acknowledges patient's right to transfer your medical records and care to another physician. Your signed authorization will remain on file and a copy of the chart to

Discharge Summary			
ADMISSION: _____	PT	OT	SLIP MSW
PATIENT'S NAME: _____	PATIENT # _____		
PATIENT S.O.C.: _____	LAST VISIT _____	DATE OF DISCHARGE _____	
DISCHARGE: _____			
PRESENTING PROBLEMS ON ADMISSION: _____			
DISCHARGE REASON:	DISCHARGE DISPOSITION:		GOALS HERE:
<input type="checkbox"/> Social Med <input type="checkbox"/> Patient Requested <input type="checkbox"/> Transfer to Home Services <input type="checkbox"/> Transferred to Another Home Health Agency <input type="checkbox"/> Hospital Admission <input type="checkbox"/> Nursing Home Admission <input type="checkbox"/> Moved out of geographic area <input type="checkbox"/> Patient/family refused services <input type="checkbox"/> Discharge to Inpatient Therapy <input type="checkbox"/> Other Reason(s) _____	<input type="checkbox"/> Independent at Home <input type="checkbox"/> Home Assistance Required <input type="checkbox"/> Medical Assistance Required <input type="checkbox"/> Mental Assistance Required <input type="checkbox"/> Total Assistance Required		<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met
SUMMARY OF CARE STATUS AT DISCHARGE:			
SERVICES CONTINUING: <input type="checkbox"/> SW <input type="checkbox"/> PT <input type="checkbox"/> SLIP <input type="checkbox"/> MSW <input type="checkbox"/> AOD <input type="checkbox"/> None			
DISCHARGE INSTRUCTIONS: <input type="checkbox"/> REVEN EMERGENCY PLAN <input type="checkbox"/> FOLLOW-UP WITH PHYSICIAN <input type="checkbox"/> COMMUNITY REFERRAL			
SIGNATURE _____	TITLE _____		DATE _____
DATE SENT TO PHYSICIAN: _____			

Sincerely yours, _____, MD AUTHORIZATION TO RELEASE MEDICAL INFORMATION Date: _____ Patient's Name: _____ To: _____, MD _____ I hereby authorize you to transfer or make available all medical records or reports relating to my care to the following physician: _____, MD, at _____. This authorization is valid for one year. [libro formacion y orientacion laboral editex pdf](#) _____ Patient's signature Sample Letter B Dear _____: I find it necessary to inform you that I will no longer be able to serve as your physician. The reason for this decision is [indicate a reason or omit this sentence.] As you [may] require medical attention in the future, I recommend you promptly find another physician to care for you. [You require ongoing medical attention for the following:] Contact the [local or state] medical society for the names of physicians who are accepting new patients. I will be available to treat you on an emergency basis only until [insert date, 15-30 days after this letter is mailed]. This will give you time to find a new physician. Enclosed is an authorization form that permits me to send your new physician a copy of your medical records. Please complete the form and return it to me. Sincerely yours, _____, M.D. SEND BY CERTIFIED MAIL ON DATE WITH RETURN RECEIPT REQUESTED Intended for healthcare professionals Student Practical skills BMJ 2015; 351 doi: (Published 03 July 2015) Cite this as: BMJ 2015;351:h2696