

PRACTICE POLICIES, STATEMENTS & GUIDELINES

40-2

Guidelines for Discharging a Patient

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Purpose: To set guidelines for the proper discharge of a patient from a physician's practice

POLICY: It is the policy of the Colorado Medical Board ("Board") that the proper discharge of a patient from a provider's practice includes the following elements:

- The discharge is done in writing, via delivery that confirms receipt to the patient, such as certified mail or hand-delivery.
- In the discharge letter the provider agrees to provide 15-30 days of emergency coverage while the patient obtains a new provider.
- If possible, the provider provides referral information to the patient regarding possible new providers.
- Notification in the letter to the patient that patient records will be sent to the new provider upon receipt of written authorization from the patient.