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| Supersedes: | | | Policy Number: | |
| | | | Page: | 1 of 2 |
| Subject: | Acceptance of New Patients | | | |
| | | | | |
| Department(s): | Office Wide | | Current Effective Date: | |
| | | | Last Review Date: | |
| | | | Original Effective Date: | |
| | | | Next Review Date: | |

Purpose:

To define the process for new patients.

Policy:

To ensure all personnel follow same guidelines for new patients to clinics.

Procedure:

- Any new patient is welcome during the usual office hours from 8:30-7:00 on weekdays and 9:00 to noon on Saturday.
- The only request that we have from the patients is that they sign a release of information so that we can collect their records from their prior office. We would ask them to do that to make sure that we are not taking patients on a one-time only basis and interrupting their primary care.

Related Policies:

None

References:

None

Attachments:

None

Source Documents & References:

None

Revisions:

Complete the below grid for any revisions. Types include "Annual Review" and "Policy Update"

| Date | Type | Description of Revision |
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Approvals:

| Date | Signature | Date | Signature |
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