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PROTOCOL FOR PRACTITIONERS LEAVING A PRACTICE

(approved Sept 17, 2008)

Protocols for Practitioners leaving a practice: (whether their status is employee or self employed).

- (1) A public notice is to be posted in the clinic waiting-room area advising patients of the practitioner's intent to leave the practice, with the moving date and the new practice address and telephone number included.
- (2) It is recommended that a form be created for patients to sign identifying the patient's intent to:
 - a) stay with the Clinic,
 - b) move with the departing Practitioner, or
 - c) attend another clinic.
- (3)
 - i. Where requested a patient's records are to be copied and given to the patient; for which a nominal fee may be charged. But if patient is unable to pay, the patient should be given a copy of their record free of charge. (The patient's inability to pay may be investigated).
 - ii. A patient's 'personal health information' release form must be signed by the patient & practitioner, as per provincial/federal legislation, authorising release of said information.