

AG.115 FEES FOR LEGAL SERVICES

Approved By: Board of Directors	Adopted Date: 01/98
Distribution: Provider Staff	Revision 12/01, 06/03, 07/03, 08/04, 04/12, Date(s): 04/18
Category: Administration and Governance	Reviewed Date(s):

Printed copies are for reference only. Please refer to the electronic copy of this document for the latest version.

PURPOSE:

Open Door Community Health Centers (ODCHC) will charge for provider's time performing legal services.

POLICY:

Due to malpractice insurance considerations, any deposition or court appearance made regarding an ODCHC patient must be billed by ODCHC. Clinicians are encouraged to schedule depositions and appearances during administration time or off-hours, in order to minimize impact on other patients. Providers that do perform these services at times for which they are not normally paid may request reimbursement by completing ODCHC Form #008 and submitting it to the Chief Operations Officer.

Court appearances by clinicians as "expert witnesses" for cases not involving ODCHC patients are not covered by ODCHC malpractice insurance and are thus discouraged. Any clinician electing to provide "expert witness" services must arrange her/his own insurance coverage, and no ODCHC resources may be used to schedule, bill or otherwise support such services. Clinicians intending to provide "expert witness" testimony must provide advance notice of scheduled appearances to the Chief Operations Officer.

ODCHC's malpractice carrier must be notified of all court appearances and depositions by ODCHC staff. Copies of all subpoenas or notices to appear should be sent to the Chief Human Resources Officer.

REFERENCES:

None

ASSOCIATED DOCUMENTS:

OPS.015 Fees for Legal Services (Retired)

ODCHC Form #008 Reimbursement Request for Legal Services

ODCHC SOP Fees for Legal Services

KEYWORD TAGS:

Deposition, subpoena,