



Provincial Health Services Authority

NOTIFICATION PROCESS TO HIM BY DEPARTMENT HEAD WHEN PHYSICIAN LEAVES BC CANCER PROCEDURE

Summary of Changes

Transfer of Patient Care or Discharge when a Most Responsible Physician (MRP) Departs from BC Cancer will be combined with this document (Notification Process to HIM by Department Head when Physician Leaves procedure) once it has been revised by Dr. Lorna W. and Dr. Elaine W.

	NEW	Previous
BC Cancer	Revised as per annual review-converted policy to procedure document as per SHOP style guide document type.	Notification Process to HIM by RPPL when Physician Leaves BCCA Feb. 2013; 22-NOV-2018

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NOTIFICATION PROCESS TO HIM BY DEPARTMENT HEAD WHEN PHYSICIAN LEAVES PROCEDURE

1. Introduction

1.1. Focus

When a physician leaves BC Cancer, HIM should be notified of a physician's departure as there is a risk that patient care will be jeopardized because no physician is receiving information for the patient. As a consequence, the reports will remain in the action list / Message Centre of the physician who is no longer working at BC Cancer.

The reasons HIM needs to know when a physician is no longer working at BC Cancer are:

- To re-route any reports from the physician's action list (Message Centre in CST-Cerner) to the physician(s) assigned to these patients.
- To route future incoming reports for patients for whom the physician was MRP before leaving BCC.

1.2. Health Organization Site Applicability

All BC Cancer sites

1.3. Practice Level

Department Heads, Administrative Assistants and Physicians

2. Procedure

2.1. Steps and Rationale

Whenever a Physician leaves BCC, his/her patients are assigned to another physician.

Administrative Assistant/ Department Head:

1. Notify HIM within 48 hours of the physician's departure. Communication can occur via email and phone.

Information required by HIM:

- Date of physician's departure
- Information as to whom the physician's patients have been assigned.
- Information as to where any outstanding items in the physician's action list are to be re-routed
- Information as to where new reports being sent for the patient are to be routed.

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Final Sign Off:	Name	Title	Date Signed
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	Clinical Records Committee		27-JAN-2023
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	Clinical Records Committee		PHSA-BC Cancer
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	Audrey Barry	Procedure document	24-NOV-2022
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