


**ECU Physicians Group Practice
Policy and Procedure Manual**

Topic: Departing Physicians Policy - #HR5	
Section No. 2	Section Name: Human Resources
Approval Date: 04/08/96	Medical Director Approval: Nicholas Benson, MD 

I. Policy:

It is expected that all physicians will conform to the accepted practice for University faculty. In accordance with the ECU Faculty Manual, Appendix D. II, A, 5, fixed term or probationary faculty are expected to give 90 days advance notice. Tenured is expected to give 120 days advance notice. Notice of termination is given to the unit administrator (departmental chair). Failure to complete and adhere to the approved procedure may result in withholding of bonus payment and/or in delay of the issuance of the final paycheck.

II. Procedure:


In order to process a clinical physician termination the departmental chair or designee must accomplish the following in advance of the last workday:

A. Three to four months prior to resignation:

1. Letter of resignation from the departing physician to the Dean of the School of Medicine.
2. Notification (Example #1) of clinical faculty resignation by providing a copy of the letter of resignation with date of termination to:
 - Group Practice Administration, Brody 1K20
 - Credentialing Office, Brody 1K20
 - Health Sciences, Human Resources – Brody 4W54
 - Billing & Reimbursement, Thomas Professional Building
 - Patient Services, Thomas Professional Building
 - Vice Chancellor, Brody AD-48
 - Dean, Brody School of Medicine, Brody AD-52
 - ITCS, Help Desk, Austin Building
 - HIS/S, Lakeside Annex 2
 - Clinical Laboratory – PCMH
 - Benefits Administration, Brody 2W33
 - Risk Management, Pavilion #10
 - Compliance, Brody 2W31
 - Managed Care Office, Thomas Professional Building
 - Prospective Health, Warren Life Science Building, Room 188
 - Contact Center, Brody 1N16

Effective Date: 5/31/96	Contact Person/Reference Source: Medical Director, Group Practice Administration	Extension: 4-2322
Revision/Review Date: 07/06/01, 01/31/02, 08/15/03, 10/23/03, 01/14/04, 07/11/07	Revision/Review Person/Source: Group Practice Administrator	Page 1 of 2

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- ITCS Administration Services (delete from Sprint White Pages)
- Laupus Library – Asst. Director

3. The resignation notification must include:

- Name of clinical faculty
- ECU clinic site(s)
- Specialty
- Last day of work with ECU
- Relocating to (Name of Practice)
- Address and contact number of new practice (if unknown, provide ASAP)

B. Two to three months (60 – 90 days) prior to last day:

A letter to all patients, who have been assigned to the departing physician, will be drafted, by the clinical department, to advise that he/she will be leaving the practice (Example #2). The departing provider may review the letter for limited customizing. The departmental chair or his/her designee will approve the letter and the patient mailing list. Group Practice Administration will coordinate mailing the letter to the physician's patients. Departments will provide a FOAP to charge supplies and postage. Patients seen in the previous 18 months will be notified. Letters should be mailed at least 60 days prior to the last date that the physician plans to schedule patients.

C. During last week of employment:

Each section is responsible for specific tasks to process the resignation of clinical faculty. Each department or section is responsible for developing internal policies to complete the resignation process. See sample checklist (Example #3).

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