



# National University of Health Sciences

## General Policies

Title: **Chiropractic Care For Physicians  
During Homecoming** Page 1 of 2

Date Adopted: 07/25/91

Date(s) Revised: 01/03/04

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Date

### POLICY STATEMENT

It is our intention to extend every possible courtesy to the visiting alumnus during homecoming week; however the clinic still has certain clinical, ethical and legal responsibilities, which govern any doctor-patient interaction.

During Homecoming Week, the Financial Policy of the Clinics shall be modified to include the immediate members of the field doctor's family in the same category as the field doctor for discounted services.

### PROCEDURES

Two possible situations may arise:

1. The doctor requests examination or treatment by one of our staff at the clinic.

If the doctor requests a clinical service, even though an appointment may not have been made, the clinic will attempt to provide that service as promptly and as efficiently as possible. The doctor will be expected to fill out a patient information sheet, even if they have an existing file at the clinic.

Regardless of the extent of treatment requested, it is the responsibility of the attending clinician (senior staff doctor) to take as much of the patient history and perform as much examination as is necessary to determine the nature of the condition requiring treatment, to ascertain if the requested or anticipated treatment is indicated, and to detect possible contraindications to the treatment. This process need not include all aspects of the history and examination done routinely on clinic patients. In most cases, it is anticipated that this process will require only a few minutes. When, in the opinion of the attending clinician (senior staff doctor), this modification of the normal clinic procedure significantly compromises the quality of care rendered, then it becomes the responsibility of the attending clinician

(senior staff doctor) to inform the patient as to the necessity for a more comprehensive office visit; the patient's wellbeing shall not be placed at risk.

A record shall be kept of the patient's visit in a standard, numbered clinic patient file. The file shall include the information sheet, the results of the history and examination, and a brief assessment of the condition, and a description of the treatment rendered utilizing the standard National University of Health Sciences (NUHS) clinic charting system.

Results of any x-rays or other ordered tests shall be entered in the patient's file and copies of such reports shall be sent to the doctor within 5 calendar days after receipt.

A route slip shall be filled out, and should reflect the financial policy relative to practicing physicians (available at the Cashier's desk).

2. The doctor requests to treat another doctor or guest:

Each clinic shall designate one room that can be used by practicing physicians on a courtesy basis. Any examination or treatment activity within the designated courtesy room shall not be considered as a part of the NUHS clinic operations. A waiver of responsibility stating that the treating physician is acting under his/her own accord in management and treatment of the patient and that NUHS is not responsible for the care rendered during this session must be signed by the treating physician and the patient prior to treatment. Although the clinic staff may assist the practitioner in obtaining supplies (e.g., towels, gowns, and paper), interns and clinicians (senior staff doctors) shall not participate in the activities within the courtesy room. Any requests for laboratory studies shall be handled as customary for referred patients and would necessitate a current Illinois license for such orders.