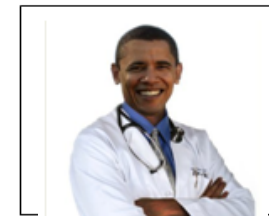


Firm Faculty Coaching Topic PGY3 #8

Engage with Clinic Transitions

a. Review PGY3 Departure letter

1. Ask resident to review their schedule for the last 3 months of the year. When do they stop clinic? Have they chosen their legatee? They should start telling patients at least 3 months prior and scheduling patients with legatee.
2. Have they completed information requested by chief resident to send out transition letters? Have they cleaned up their High Risk and Lost to Follow up patient panel for the letters? (See Coaching Topic PGY2 #3 and PGY3 #2) (a)
3. Ask them to think about which patient they will chose for the High Risk Handoff. How to make sure patient information does on fall thru the cracks upon their departure. Plan for warm hand off in June to legatee taking high risk patients. (b-c)



Date _____

I am writing this letter to inform you that I will be leaving the University of Chicago Medical Center in June. I have finished my three-year residency training here and will be _____.

After my departure, your care will be transferred to Dr. _____, or Dr. _____, internal medicine residents. Dr. _____ and Dr. _____ are my colleagues and I am confident that you will continue to receive excellent care. Dr. _____ is from _____ and Dr. _____ is from _____. Their pictures are below.

If you have any questions before your appointment with Dr. _____ or Dr. _____, please contact my nurse at (773) 702-6840. Please plan ahead for any paperwork you may need completed during this transition by arranging for an appointment a month ahead of time with me or your new doctor. If you are enrolled in a Managed Care Plan, please note that this change will not affect the attending physician who is listed as your Primary Care Physician on your insurance card.

I enjoyed getting to know you and working together with you. I also want to thank you for all that you taught me during my training and have included a certificate to recognize you in the packet. I wish for your happiness and, of course, good health.

Yours truly,

_____, MD
Primary Care Group



b. Review Legatee sign-out

Resident Clinic Legatee Signout June 2020

Resident handing off: _____

Permanent / Future email address: _____

Resident assuming care: _____

HIGH RISK PATIENTS

Last name	First name	MRN	Why high-risk & other comments	Things to do	Desired follow up date

c. Review Pending Tests on PGY3 graduation

PENDING LABS/STUDIES THAT NEED FOLLOW-UP

Last name	First name	MRN	Date ordered/scheduled