

Policy / Procedure:

Self, Peer, Family Member Treatment and Urgent/Emergency Treatment

KEY TERMS:

Conflict, Family, Interest, Peer, Prescribing, Self, Treatment

I. PURPOSE:

This policy establishes guidelines for properly managing self, peer, and family member treatment relationships.

II. SCOPE:

This policy applies to all Carilion Clinic employees, as defined below, who may seek to provide treatment or services for themselves, peers, or family members.

III. DEFINITIONS:

Employee: For purposes of this definition, a person employed by Carilion, including but not limited to Physicians; Nurse Practitioners; Physicians' Assistants; Pharmacists; Clinical Coordinators; Social Workers; Therapists; Nurses; Nursing Assistants; Healthcare Administrative Associates; Technicians; and Administrative Staff.

Epic: Carilion Clinic's electronic medical record system.

Family: For purposes of this definition, an individual's family includes his or her spouse; domestic partner; brothers and sisters (by whole or half-blood); spouses of brothers and sisters (by whole or half-blood); children; grandchildren; great grandchildren; spouses of children, grandchildren, and great grandchildren; stepparents, stepchildren, stepbrothers, and stepsisters; and fathers-in-law and mothers-in-law; grandparents; aunts; uncles; legal guardians or dependents; and others the individual has a close relationship with.

Medical Emergency: An acute injury or illness that poses an immediate risk to a person's life or long-term health.

Peer: An individual's professional associates that work in the same area/department.

Treatment: The provision, coordination, or management of health care and related services among healthcare providers or by a health care provider with a third party, consultation between health care providers regarding a patient, or the referral of a patient from one health care provider to another.

IV. PROCEDURE:

A. Procedural Background:

Self, peer, and family member treatment not only places Carilion at risk, but can place our patients, medical staff, and other employees at risk. These risks include: quality of care concerns, risk management, liability and insurance/billing issues; potential disciplinary action by state licensing and regulatory agencies; potential compliance issues with the laws and regulations related to referral sources, such as the Stark Law and anti-kickback statutes; HIPAA and patient privacy violations related to record access and altering your own medical record; the appearance of conflicts of interest or acting outside recognized professional standards; and lack of stewardship, or diversion related to Carilion resources.

B. Self-Treatment:

1. Employees are not permitted to engage in self-treatment, including but not limited to initiating or performing procedures on yourself; documenting in or changing your own medical record; prescribing or ordering refills on your own medication(s); scheduling appointments or tests for yourself; printing or releasing your own records from Epic; or using your Carilion accesses, such as email, PerfectServe, or Epic, to communicate with providers about your own care.

C. Treatment of Family Members:

1. Employees should not provide services or treatment to family members unless it is impossible for another provider or employee to perform the treatment and/or the treatment cannot be delayed.
2. When performing services or treatments for a family member is necessary, the following guidelines should be followed:
 - a. Any services or treatment provided must be within the employee's scope of duties and applicable licensure.
 - b. Providers should never treat family members on a routine basis, unless it is a medical emergency situation.
 - c. There should always be proper documentation and orders placed in the patient's electronic medical record for all treatment provided, to ensure high quality care; continuity of care; and proper follow-up for the patient.
 - d. Treatment must always be properly charged and billed for the benefit of our patients, and to prevent diversion or improper use of Carilion resources.

D. Treatment of Peers:

1. When performing services or treatments for peers, the following guidelines should be followed:
 - a. Any services or treatment provided must be within the employee's scope of duties and applicable licensure.
 - b. Routine treatment/services can only be provided during normal operating hours and the patient should always have an appointment, unless it is a medical emergency situation.
 - c. Employees who are receiving treatment, at the site where they work, should not be clocked in during their appointment, when care is provided.
 - d. There should always be proper documentation and orders placed in the patient's electronic medical record for all treatment provided, to ensure high quality care; continuity of care; and proper follow-up for the patient.
 - e. Treatment must always be properly charged and billed for the benefit of our patients, and to prevent diversion or improper use of Carilion resources.

E. Urgent/Emergency Treatment:

1. An appropriate practitioner-patient relationship and medical record documentation requirements must be met.
2. Practitioners should not treat themselves or family members unless it is an emergency situation, it is an isolated setting where no other practitioner is available to the patient, or it is for a single episode of an acute illness through one prescribed course of medication.
3. Practitioners are not permitted to prescribe controlled substances (exception is Schedule VI drugs) for themselves or their family members.

F. Prescribing/Refilling Medications:

1. A bona-fide practitioner-patient relationship must exist prior to prescribing or refilling medications for family members, and a patient record must be maintained documenting this relationship and all treatment provided.

V. OTHER ISSUES / CONCERNS:

Self, peer, and family member treatment concerns will be worked in partnership with human resources and the employees' leadership team. For providers, leadership includes the appropriate department chair.

References:

- Virginia Code: 18VAC85-20-25 - Treating and Prescribing for Self or Family
- Virginia Code: 18VAC105-20-40 - Standards of Conduct

- Virginia Code: §54.1-3303 - Prescriptions to be issued and drugs to be dispensed for medical or therapeutic purposes only.

Approvals

Name	Title	Dept./Committee	Date
Jeanne Armentrout	Executive VP, Chief Administrative Officer	Compliance Department	9/10/2021
Patrice M. Weiss, M.D.	Executive VP and Chief Medical Officer	Executive Administration	9/10/2021