



## Ohio Administrative Code

### Rule 4734-8-01 Dismissing a patient from a chiropractic practice.

Effective: December 25, 2025

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(A) A doctor-patient relationship is established when a licensee provides professional services to a person. Except as provided in paragraph (B) of this rule, every licensee must comply with the following requirements in order to dismiss a patient from care or from the chiropractic practice:

(1) Send notice to the patient that includes all of the following:

(a) A statement that the doctor-patient relationship is terminated;

(b) Except when the patient, or patient's representative, has displayed disruptive or threatening behavior toward the licensee, office staff, or other patients, a statement that the licensee will provide emergency treatment for up to thirty days from the date the letter was mailed to allow the patient an opportunity to secure care from another licensee;

(c) An offer to transfer records to a new provider upon receipt of a signed authorization.

(2) Notice must be sent in one of the following ways:

(a) A letter sent via certified mail, return receipt requested, to the last address for the patient on record, with a copy of the letter, the certified mail receipt, and the mail delivery receipt maintained in the patient record;

(b) An electronic message sent via a HIPPA compliant electronic medical record system or HIPPA compliant electronic health record system that provides a means of electronic communication to the patient and is capable of sending the patient a notification that a message is in the patient's portal and can confirm the message was viewed by the patient.

(c) If a notice sent via an electronic message as authorized in paragraph (A)(2)(b) of this rule is not viewed within ten days of having been sent, a letter sent in accordance with paragraph (A)(2)(a) of



this rule.

(B) Retention of patient records must be held in accordance with rule 4734-8-04 of the Administrative Code.

(C) The requirements of paragraph (A) of this rule do not apply to the following:

- (1) The licensee rendered professional services to the person on an episodic basis or in an emergency setting and the licensee should not reasonably expect that related professional services will be rendered to the patient in the future;
- (2) The licensee formally transferred the patient's care to another licensee who is not in the same practice group;
- (3) The licensee is leaving, selling, closing a practice, retiring from practice, or whose employment with the health care entity has ended;
- (4) The patient terminated the relationship, either verbally or in writing, or has transferred care to another licensee. The licensee must maintain documentation in the patient record of the patient's action terminating the relationship.