

NGOC Employees as NGOC Patients

NGOC employees who choose to be treated by an NGOC physician must still comply with all standard patient policies and procedures including, but not limited to, those regarding:

- Patient registration
- Scheduling of appointments
- Patient “check-in” process
- Laboratory and/or other tests ordered, scheduled and drawn
- Obtaining test results
- Scheduling follow-up appointments

Additionally, all employees must immediately notify a Human Resources representative that they have registered as a patient at the Practice. Their name will then be added to the HIPAA Audit List to be monitored for appropriate medical records access.

The NGOC employee/patient and other NGOC staff are responsible for ensuring that standard patient policies are followed under these circumstances. Under no circumstances should any employee/patient or other staff member bypass this policy, nor should they offer to do so.