Practice Gift Policy

A patient, referring doctor, vendor, or someone in the community will occasionally make a gesture of thanks by mailing or delivering a gift to the practice. All such gifts should be routed to the office manager, who will include a note with information about where the item(s) came from and the story that prompted the gesture. They will then route the gift and note to the doctor with a suggestion for how it could be used (e.g., “this is for you and your family”, “this is something the staff could share”, “this has monetary value and could be spent this way”, etc.). With the doctor’s approval, the office manager will notify the team of the gift if it will be for the team.

It is important that this sequence is completed with all gifts (including letters of thanks) that arrive in the practice so that the doctor is made aware of the communication and appreciation others are offering for the practice’s good work.

Please sign that you read, understand, and agree to this policy.

Employee Signature

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Date

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