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|---|--|--|--|--|---|
| Dr. Ravi Beri<br>Dr. Arjun Odedra<br>Dr. A. Mazurek<br>Dr. R. Thavarajah<br>Dr. M. Cooner<br>Dr. Reema Beri<br>P: 604-531-5575 ext 1<br>F: 604-535-0126 | Dr. J. Nolte<br>Dr. V. Gaussmann<br>Dr. P. Mukheibir<br>Dr. M Brockman<br>Dr. J. Griffiths<br>P: 604-531-5575 ext 2<br>F: 604-535-0126 | Dr. I. Amankwe<br>Dr. E. Baasch<br>Dr. P. Brar<br>Dr. S. Ganjbakhsh<br>Dr. P. Kapoor<br>P: 604-531-5575 ext 3<br>F: 604-542-2559 | Dr. N. Darby<br>Dr. E. Terekhova<br>Dr. S. Tayebi<br>Dr. R. Sangha<br>Dr. A. Riarh<br>P: 604-531-5575 ext 4<br>F: 604-542-2559 | Hilltop Walk-In Clinic<br><br><br><br><br>P: 604-531-5575 ext 5<br>F: 604-531-2041 | Dr. Jane Wu – Int. Medicine<br>Dr. B. Nouthé – Int. Medicine<br>Dr. S. Manhas – Int. Medicine<br>Dr. J. Milligan - Pediatrician<br>Cardio Dept.<br>P: 604-531-5575 ext 8<br>F: 604-541-9563 |
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**ATTENTION: PATIENTS OF DR. BEN TYRELL**

From the end of July 2023, Dr. Ben Tyrell is offering his patients the opportunity to transfer their care to Dr. Arjun Odedra at Hilltop Medical.

**OPTION 1:**

If you wish to continue your primary care with Dr. Odedra, please read and sign the attached document, then return (the signed copy of page 7) to the office by mail, email, fax or in-person. (details noted on page 7).

If you wish to set up a meet-and-greet appointment with Dr. Odedra, please call Hilltop Medical Pod 1 at:

604-531-5575 ext. 1

Any patient wishing to transition their care to Dr. Arjun Odedra must book their meet & greet appointment by December 31, 2023; otherwise you will be considered discharged from his practice because you have chosen option 2 as noted below.

**OPTION 2:**

If after reading the attached document you prefer to look elsewhere for a family physician, please contact our office as soon as possible by phone, so that we can update your file.

Kind regards,

Hilltop Medical



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**DR. ARJUN ODEDRA**

MB ChB BMedSc (Hons) DRCOG MRCP LMCC CCFP

Patient Code of Conduct and Practice Policy

Dear Patient,

To ensure a strong start to the doctor-patient relationship, please read the Code of Conduct and Practice Policies outlined below, which detail the standards by which Dr. Odedra operates his practice.

**Background**

Dr Arjun Odedra was born and raised in the United Kingdom, where he studied medicine and specialized as a family physician. He is a military veteran and was director of a family medicine residency program, before moving to BC. He has two children with his wife, who also works full-time as a doctor.

Dr. Odedra practices a patient-centered approach using the most up-to-date, evidence-based medicine, to guide and personalize your care. He encourages his patients to take a proactive role in monitoring and improving their own health.

**1. Code of Conduct**

**Honesty**

Dr. Odedra assumes full transparency and honesty in all consultations. Being completely honest allows him to offer the best appropriate care. Dishonesty and deception will not be tolerated, as they impair the ability to build a genuine, therapeutic doctor-patient relationship.

**Confidentiality**

Patients have a right to confidentiality and your personal information will be protected. Physicians may release patient information to third parties only if you or your substitute decision-maker have given authorization in writing. There are rare circumstances in which information from your records may be shared with authorities without consent, such as imminent concern about the safety of yourself or others.

Hilltop Medical owns patients' records, and holds information in trust for their care and benefit. Each patient retains a right of access to their personal health information, including that derived from other sources such as consultant reports. If you request a copy of your medical records or results, Dr. Odedra can no longer be considered the responsible guardian of that information if it is subsequently found elsewhere.

### ***Zero-Tolerance***

Dr. Odedra expects respectful behavior from patients and their representatives when interacting with all staff at Hilltop Medical. He has a zero-tolerance policy towards verbal/physical abuse, violence, prejudice, harassment, or threats of any sort, which will result in immediate discontinuation of the therapeutic relationship and termination from the practice.

### ***Timekeeping***

Dr. Odedra aims to give all patients his undivided attention, and as such he always tries to be as punctual as possible. It is best to arrive at least five minutes before your scheduled appointment, to allow time for settling into your consultation room, for measurements to be taken, for procedures to be prepared, etc.

Sometimes he may run late as visits become more complicated. These are rare occurrences. Due to the limited length of each appointment, he may not be able to address more than one or two issues per visit. This ensures high quality care and timely attention, owed equally to all of his patients.

**Please let Dr. Odedra know at the start of your consultation if you have multiple items on your agenda, so these can be prioritized. You will be asked to book a further appointment if numerous problems cannot be resolved in one encounter.**

### ***Longitudinal Relationship and Coordination of Care***

Dr. Odedra should be your first point of contact for all health concerns (excluding emergencies), and Hilltop Walk-in Clinic should be your second. If you use other walk-in clinics or virtual care providers on a regular basis, Dr. Odedra will assume that you do not wish for him to provide primary care and you will be discharged from his practice. You agree to name your family doctor when asked by another healthcare provider, so that Dr. Odedra can receive copies of notes from them, which is necessary to provide fully transparent follow-up care.

### ***Ongoing Engagement***

Dr. Odedra screens his panel every few months and recalls patients due for clinical reviews and preventative measures, such as blood pressure checks. If Dr. Odedra has not seen a patient who takes regular prescribed medication for over one year, or a patient who does not take any regular prescribed medication for over three years, they will be contacted to confirm their address and family physician, and update their medical history. Patients who do not respond will be discharged from his practice.

## **2. Appointments**

### ***Booking Appointments***

Appointments can be made in person at the office or by calling the office phone number. Most appointments are ten minutes in duration, with the exception of telephone prescription refills, which are allocated five minutes.

### ***Late Policy***

Dr. Odedra understands that unforeseen circumstances may delay you from arriving on time for your appointment, in which case please call his office to provide at least ten minutes notice before the start time. If you do arrive late, there is no guarantee that Dr. Odedra will be able to see you and you may be asked to reschedule. If you arrive more than ten minutes late without enough notification, the no-show policy will apply.

### ***Cancellation Policy***

If you no longer require your scheduled appointment or cannot attend for any reason, please call his office to provide at least twenty-four hours' notice before the start time. If you cancel without enough notification, the no-show policy will apply.

In the very unlikely event that Dr. Odedra needs to cancel your appointment, his staff will do their best to reschedule your appointment as soon as possible.

### ***No-Show Policy***

Dr. Odedra generally applies his no-show policy without exceptions:

- You will be charged a no-show fee of \$50
- You will not be allowed to book an appointment for any reason until the no-show fee is paid in full

### ***Prescription Renewals***

Dr. Odedra does offer prescription refills by telephone. It is your responsibility to ensure refill appointments are booked in good time, i.e., one to two weeks prior to your medication running out. If your request is for a blood pressure or heart medication, he will need to know your recent blood pressure, taken using a machine at home or at a pharmacy. Prescribing medication by telephone is at Dr. Odedra's discretion, and there are some scenarios which may demand an in-office visit before a prescription can be issued.

### ***Uninsured Services***

Patients may be charged for services not covered by BC's Medical Services Plan (MSP). The list is extensive and generally includes, but is not limited to: sick notes, letters for employers, forms, cosmetic procedures, medico-legal services and certain driver's physical examinations. Costs are based on the latest 'fees for uninsured services' guide outlined by Doctors of BC. If you have forms which need to be filled out by Dr. Odedra, please inform his staff when booking your appointment. Please make sure that you have already completed all sections 'to be filled out by the patient'. Not all forms can be completed within the timeframe of one appointment and some forms may need an additional professional opinion.

### ***Foreign Languages and Medical Care***

If you do not speak English fluently, please bring a representative who can translate for you. Dr. Odedra only speaks English in his medical practice. If you undergo medical investigations or treatment abroad, he expects you to follow-up with the responsible physician in that country. If you would like him to comment on foreign care, please have any medical records or reports obtained abroad professionally translated into English first.

### ***Unvaccinated Patients***

Dr. Odedra advocates vaccination. If you or your children have not received routine immunizations, you will only be permitted to book appointments at the end of his working day. This restriction protects other patients who may be immunocompromised or at risk of serious harm from contracting a preventable/communicable disease.

### ***Learners***

Dr. Odedra has a strong background in medical education and his practice may host medical learners. He asks that if medical learners are present, you consider participating in their learning experience, although their involvement is entirely optional and so you may decline at any time.

### ***Leave***

There may be periods when Dr. Odedra's availability is limited for any reason. In case he has to take temporary leave for an extended period of time, he will try his best to hire a locum physician or have a colleague cover his duties while away.

### ***Electronic Communications and Privacy***

You consent to receiving medical communications and care from your physician and his staff by telephone, email, and other electronic methods which convey sensitive, personal health information. There is a risk of unauthorized disclosure or interception, given that these modes of communication are not secure or encrypted.

You understand that care provided through electronic communication (such as telephone and video calls) cannot replace the need for in-person consultations necessary to assess and manage certain symptoms and disorders. You agree to seek urgent care via walk-in or emergency department services when necessary.

You consent for your family doctor to send and receive records from doctors, other allied health care providers, and healthcare facilities, when necessary. You consent to have your medical information accessed by your family doctor through electronic services, such as Medinet, PharmaNet, and Care Connect.

You accept that audio and/or video recording by you and/or your caregivers is not permitted in public spaces within the clinic, including but not limited to the waiting room, as doing so can breach the privacy and confidentiality of physicians, staff, and other patients. Impermissible recording within the clinic may lead to a discontinuation of the therapeutic relationship and termination from the practice.

You accept that any audio and/or video recording made by you and/or your caregivers, of your family doctor and/or his staff in the patient examination room and/or virtual encounter (such as telephone appointment) without their permission and knowledge may constitute a breakdown of the therapeutic relationship and may lead to termination from the practice.

Any audio and/or video recording of the encounter with your family doctor and/or his staff must be made with their agreement, and a copy must be given to your family doctor to form part of your medical record, accepting there is a risk of unauthorized disclosure or interception, given that these files are not secure or encrypted.

### **3. Standards of Practice**

#### ***Controlled and Addictive Substances***

**Dr. Odedra strictly follows the latest guidelines by Health Canada and The College of Physicians and Surgeons of British Columbia concerning prescriptions of controlled and addictive substances.**

Certain medications are associated with substantially increased risks and harms, including addiction. Examples include, but are not limited to: benzodiazepines, stimulants, opioids and sedatives:

|                        |           |                                 |                      |
|------------------------|-----------|---------------------------------|----------------------|
| Rivotril® (clonazepam) | Adderall® | Tramacet® (tramadol)            | Imovane® (zopiclone) |
| Valium® (diazepam)     | Vyvanse®  | Percocet®/Oxycocet® (oxycodone) | Ambien® (zolpidem)   |
| Ativan® (lorazepam)    | Concerta® | Hydromorphone                   |                      |
| Xanax® (alprazolam)    | Ritalin®  | Tylenol® with codeine # 2, 3, 4 |                      |

- These medications cannot be prescribed together
- They are not recommended for treating chronic, non-cancer pain
- Sedatives such as zopiclone are not licensed for long-term relief of insomnia
- Benzodiazepines such as lorazepam are dangerous when used during travel

Dr. Odedra will accordingly require you to sign a separate controlled substances contract if you are prescribed certain drugs, and agree to provide a random urine sample within twenty-four hours, at provider's discretion. Failing to do so may lead to a delay, reduction, or cessation of the medication in question being prescribed.

If you are taking combinations and/or high doses of controlled substances, it is expected that you will work together to lower them to safer amounts. Patients who have been taking them chronically will usually need to be weaned off in a gradual manner.

**Dr. Odedra is extremely judicious when prescribing controlled substances and rarely initiates these medications. He will not refill them simply because you are already taking them, or because they have been prescribed by previous doctors. He encourages patients to discuss safer alternative strategies to manage these problems moving forwards.**

### ***Alternative and Naturopathic Therapies***

Dr. Odedra is a Medical Doctor (MD) who practices evidence-based medicine, following Canadian guidelines. He is aware that some patients decide to pursue complimentary, alternative and naturopathic therapies. However, he is not trained in these areas and as such:

- He does not prescribe alternative medicines
- He will only act on suggestions from a naturopath if they are deemed necessary by conventional medicine
- Your naturopath is responsible for acting on results/referrals arising from investigations ordered by themselves

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## **Termination of Doctor-Patient Relationship**

Please be aware that termination of the doctor-patient relationship may occur in situations including:

- Verbal/physical abuse, violence, prejudice, harassment, or threats of any sort
- Repeatedly being late for or missing appointments (even if no-show fees are paid)
- Excessive use of outside walk-in clinics or alternative service providers
- Audio and/or video recording without permission or sharing
- Significant breakdown in the therapeutic alliance, including irremediable differences in philosophy of care
- If the practice size is decreased/reduced for any reason
- Inactivity and / or no contact with Hilltop Medical and / or Dr. Arjun Odedra for more than three years
- Moving away permanently outside of the Lower Mainland of BC

Please note that this list is not exhaustive, and there may be circumstances not listed above that result in termination of the doctor-patient relationship.

If you wish to terminate your relationship with Dr. Odedra after signing this document, please do so in writing.

**If you have any questions about any of the above, please contact the clinic for clarification.**

By signing this document, you declare that you have read it in its entirety (all six pages) and are willing to abide by this Code of Conduct and Practice Policy while enrolled as a patient of Dr. Arjun Odedra.

DATE OF SIGNING: \_\_\_\_\_

PRINTED NAME OF PATIENT: \_\_\_\_\_

SIGNATURE OF PATIENT / GUARDIAN: \_\_\_\_\_

*~ This code of conduct must be signed by each patient of Dr. Arjun Odedra, not one contract per household ~*

**All Patient Code of Conducts must be received to Hilltop no later than December 31, 2023 otherwise you will be considered discharged from Dr. Odedra's practice.**

Email Address: hilltopmoa@hilltopmedical.ca (Please title your email / subject line "ATTN: Dr. Arjun Odedra")

OR

Return to the clinic in person

Fax to 604-535-0126

Mail to: Hilltop Medical Clinic (c/o Pod 1), #200 – 15331 16<sup>th</sup> Avenue, Surrey, V4A 0C1