

Procedure No. 2-6-18

Issued:: 07-25-05
Revised: 08-17-21

SUBJECT: Medical Appointment Record

PURPOSE: To carry out the mandate of Safety and Health Policy No. 5

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A Medical Appointment Record must be completed after each doctor's appointment, by the staff who took the person served to the doctor. This includes all physician visits as well dentist visits, eye exams, lab draws, immunizations, StationMD consults and any cancelled or rescheduled appointment. The Medical Appointment Record must be completely filled out.

Staff must ensure that they always take a copy of the face sheet, medication administration record (MAR) and a copy of insurance information to the appointment.

Staff must provide the doctor with the MAR sheets, which contains a list of all medications a person is taking.

Staff will request that the doctor indicate on the form whether lab work is needed and the doctor must initial the form. Staff will complete all information regarding prescriptions, referrals, recommendations or treatment. Staff will also record the next scheduled appointment.

Home Coordinator will enter Medical Appointment Record into Therap. **This must be completed within 24 hours of the appointment.** This information can then be accessed by Health Services, Program Manager and Casemanager. The Home Coordinator will s-comm that relevant information needs to be reviewed to, the Nurse assigned to their home, the LPN and Program Manager when the following occurs:

- Any Medication change occurs
- Emergency Room visit
- Urgent Care visit
- All annual visits
- Lab and Diagnostic Testing (even FOBT)
- Individual gets a PPD placed and if read by an outside provider
- Immunization

This will alert the Nurse and Program Manager to immediately review new information contained on Therap. It will also let the LPN know that orders may need to be changed on the MAR or that a copy of a report needs to be requested for the file. Failure to provide timely notification could result in disciplinary action occurring.

Approved by: _____
Director of Residential and Community Services

Date: : _____