

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.

**Policy Title:**

Physician Visit Procedure

**Chapter:**

7 – Health Services

**Effective Date:**

11-12-2008

**Revision Date:****Policy Number:**

07-500-001

Executive Director

## SCOPE:

All Residential Programs

## INTRODUCTION:

### Purpose:

1. To share accurate information about the medical appointment with residential staff, nursing staff and day program services.
2. To share accurate information with the physician at the time of the appointment.
3. To retain an accurate record of the results of the medical appointment.
4. To be used for all medical appointments other than annual physicals, dental, hearing, vision, gynecology and psychiatric review, each of these appointments has its own specialized form which must be used.

## DISCUSSION:

1. When a medical appointment is scheduled by the Nursing Department, a Physician Visit form will be completed and circulated to the home's Program Manager. The Program Manager will then enter into the Medical Calendar system.
2. When an appointment is scheduled by the Program Manager, a Physician Visit form will be completed and the information entered into the Medical Calendar system.
3. The Physician Visit form will be retained in the front of the medical chart until the time of the appointment.
4. The Program Manager will confirm the information on the Physician Visit form just prior to the appointment. This information will include: name of the physician, type of physician, the presenting problem, current medications and allergies.
5. The staff will copy all of the necessary labs and special reports and attach to the Physician Visit form.

6. The physician will review the Physician Visit form along with any necessary reports at the time of the appointment.
7. The physician will complete the Physician Visit form to include the diagnoses and prescribed treatments. Any necessary prescriptions for procedures, labs or medications must accompany the form from the physician's office.

Procedure following medical appointment:

1. Staff will document the results of the medical appointment (with the support of the Nursing Department if applicable, please refer to the procedures specific to your home for directions).
2. The Physician Visit form will be filed and retained in the Physician orders section of the resident's medical chart.
3. If the physician's office does not complete this form thoroughly, please contact nursing for assistance.

Changes to this procedure may occur based upon the medical needs of the resident's in your specific home.