

PROCEDURE FOR A MEDICAL APPOINTMENT

<p>1. PREPARE THE PERSON FOR THE APPOINTMENT</p> <ul style="list-style-type: none"><input type="checkbox"/> A. Discuss what is going to happen at the visit<input type="checkbox"/> B. Follow any instructions to medically prepare for the visit (for example, pre-medications, fasting, wearing loose and comfortable clothing, need for accommodation for a wheelchair).<input type="checkbox"/> C. Bring items to keep the person occupied, money for a drink or food.
<p>2. BEFORE YOU LEAVE, MAKE SURE YOU HAVE THE FOLLOWING:</p> <ul style="list-style-type: none"><input type="checkbox"/> A. Person's insurance card<input type="checkbox"/> B. List of current medications and dosages<input type="checkbox"/> C. The following forms depending on the purpose of the appointment<ul style="list-style-type: none"><input type="checkbox"/> Health Record/Medication History<input type="checkbox"/> Any agency-specific health/appointment forms<input type="checkbox"/> D. Directions to the appointment and money for parking<input type="checkbox"/> E. Agency on-call information (in case you need to contact someone else in the agency) and Family/Guardian information<input type="checkbox"/> F. Name of the pharmacy, telephone number and directions
<p>3. WHEN YOU GET TO THE APPOINTMENT, DO THE FOLLOWING:</p> <ul style="list-style-type: none"><input type="checkbox"/> A. First, check in with the receptionist and introduce yourself and the person you are accompanying.<input type="checkbox"/> B. State the reason that you are there and any problems the person is having. If the person can speak about their health, encourage and assist him/her to do so.<input type="checkbox"/> C. Discuss any accommodations the person may need in the waiting room
<p>4. DURING THE APPOINTMENT, HELP THE PERSON AND HEALTH CARE PROFESSIONAL If needed, assist the individual during the appointment. Provide information to the health care professional when asked and/or help the individual to answer questions. If you do not know the answers to the questions, refer the health care professional to the other contact people on the Health Record.</p>
<p>5. OBTAIN THE WRITTEN RESULTS OF THE APPOINTMENT AND THE WRITTEN RECOMMENDATIONS:</p> <ul style="list-style-type: none"><input type="checkbox"/> A. Obtain any completed forms required by agency. Write down any information that is given to you that is not on the forms.<input type="checkbox"/> B. Pick up any prescriptions<input type="checkbox"/> C. Please remember to get signed doctor's orders for all prescriptions and treatments.<input type="checkbox"/> D. Set up another appointment with the receptionist if needed.
<p>6. BRING BACK ALL FORMS, ANY PRESCRIPTIONS, DOCTOR'S ORDERS, AND THE APPOINTMENT CARD TO THE APPROPRIATE PERSON.</p>

If going to the Emergency Room (Hospital)

- Take the person's Medication Records, Insurance Card, Health Record and any agency-specific forms.
- Be prepared to tell Emergency Room staff why you are bringing the person to the ER.
- If you have any concerns about taking the person home (or to work/day program) after the visit, tell the emergency room staff and contact your supervisor before leaving the hospital.