

KELOWNA AND DISTRICT SOCIETY FOR COMMUNITY LIVING

PROCEDURE: MEDICAL APPOINTMENTS

Applies to: All Personnel

Effective/Revision Date:

1993

April 28, 2003

1. Make medical appointments one at a time.
2. Make appointments when there is a staff person available whom the individual chooses/trusts to accompany them.
3. Confirm appointment in advance.
4. When accompanying the person to the appointment prepare a Medical/Dentist Visit Report form to take. Complete the appropriate section and at the appointment have the doctor complete the section detailing the diagnosis and treatment.
5. The accompanying staff person will be prepared to give any pertinent information requested on the person's health.
6. The completed Medical/Dentist Visit Report form is placed in the relevant section of the person's binder and any follow-up appointments scheduled.