Reception

Performs necessary check in process with pt

Reception lets clinical staff know pt has arrived by VERBAL/WRITTEN NOTE/CHART

Clinical

Sees pt here by VERBAL/WRITTEN NOTE

Collects and enters vitals information, reviews/documents allergies, meds, tobacco, ON FACE SHEET/IN CHART

Asks MD or visit specific questions

Gathers forms completed by pt

Clinical staff puts chart (WHERE?) for MD and notifies pt is ready by FLAG/VERBAL/WRITTEN

MD reviews chart in OFFICE/HALL/EXAM ROOM, takes paper chart into exam room and sees pt.

MD informs staff imms, injections and procedures needed by FLAG/VERBAL/WRITTEN

MD informs WHICH staff follow up appts or outside procedures needed by FLAG/VERBAL/WRITTEN

MD completes visit documentation by HANDWRITE/DICTATAION at TIME OF VISIT/END OF SESSION

Pt checks out at FRONT DESK/SCHEDULER, scheduling follow up as necessary

(WHICH) Staff complete follow up/outside procedure scheduling with patient

When MD is finished with chart, gives it back to NURSING/RECEPTION

Wisconsin Medical Society

Your Doctor. Your Health.

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