

Health Services

Policies and Procedures

Procedure Subject/Title: Directing Clinical Information to the Ordering Provider
Applicability: All clinic sites.
Purpose: To ensure that clinical information is provided to the provider in a timely manner, orders received back in a timely manner and the patient is cared for.

Procedure:

- 1) Clinic sites who have providers who work part-time or intermittently at their site will fax all information in a written form to the provider's base clinic as it is received. The fax will be addressed to the attention of the clinic manager at the base clinic site. A follow-up phone call will be made to ensure that the clinic manager has received the fax.
- 2) The clinic manager at the base clinic site will work with the provider to process the information on the day that it is received.
- 3) The clinic manager will fax back the provider's response/orders. A follow-up phone call will be made to ensure that the clinic manager has received the fax.