

PROFESSIONAL APPOINTMENT RECORD

Family Service Foundation, Inc.
5301 76th Avenue
Landover Hills, MD 20784

Signature of Residential Staff: _____

Phone: 301- 459-2121 Fax: 301- 918-9757

INFORMATION TO BE FILLED COMPLETELY BY THE RESIDENTIAL COUNSELOR; PRIOR TO APPOINTMENT:

Name: _____ Date of Appointment: _____

Address: _____

Type of Appt./Reason for Service: _____

- Audiologist Dental Dermatologist Dietary
 Gynecologist GI/GU Neurologist Ophthalmologist
 Primary Care Physician Psychiatrist Psychologist Lab Work
 Other: _____

Allergies: _____

INFORMATION TO BE COMPLETED BY HEALTH CARE PROVIDER:

Results of examination/Diagnosis of current medical/psychiatric problem:

Prescribed Treatment:

Individual is able to return to work/day program on: _____

Return visit needed in: _____ Appt. is schedule for _____ @ _____ a.m/pm.

Signature and Title of Examiner _____

Telephone/Address _____

Delegating Nurse Signature: _____ Date: _____

Caregiver Responsibilities:

Prior to appointment: complete this form one day prior to the appointment. Make sure you know what doctor, when, why, where, what forms to complete and if PRN sedation is needed and administered. Verify all the information is correct and make copies of insurance, medical assistance card, PMOF to bring to the appointment. Arrive 10 minutes early.

During appointment: Get the LHCP to complete the Professional Appointment Record-Results and Prescribed Treatment Section. Also ensure the LHCP to complete the Physician Medication Order Form, when necessary. Ensure you can understand the orders, recommendations and treatment in writing by verbally reviewing instructions with LHCP. Don not leave until you understand what needs to be done.

After appointment-Fax to Nurse, Medical Coordinator, Day Program and place original in the Nurse book at the house. If new medication was prescribed, have medications filled at local pharmacy. Fax the agency pharmacy the new order with a note to fill with next cycle medications. Call pharmacy and verify receipt. Document treatment and recommendations in the daily log.