

MEDICAL SERVICES PROCEDURE

ACTIONS	Provider	Individual Receiving Services	Nurse	Program Manager	Comments
Within 30 days of entering MSS					
1. Secure a community based: primary physician, dentist, psychiatrist (if needed), psychologist (if needed) optometrist (if needed)	X Assist	X	X Assist	X Assist	
2. Obtain information about health status, including current medications and medical needs			X	X Assist	
3. Obtain a physical exam (if current report is not available) to include: vision, hearing, current health status, medication and immunization history, functional limitations and activity restrictions, current medications, prescribed therapy, weight and nutrition status, and recommendations	X Assist	X	X	X	
4. Semi-Annually Obtain physician(s) signature on Medication Review form			X Assist	X	
5. Annually: Obtain a physical exam including: current health status, changes in health status, changes in functional limitations and activity restrictions, current medications, prescribed therapy, weight and nutrition status, and recommendations	X Assist	X	X Assist	X Assist	
6. As needed or recommended: Obtain exams/treatment: vision, hearing, dental, other medical assessments and indicated treatment as identified by Interdisciplinary Team or medical provider	X Assist	X	X Assist	X Assist	
7. At the first sign of illness: Obtain medical services, e.g., nurse, physician, ambulance and/or hospital	X Assist	X	X		
8. Report results, immediately, to program manager or nurse	X	X			
9. In the event of a seizure: Follow seizure protocol, Obtain medical treatment, if necessary	X	X			

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10. Chronic Illness: Secure continuing treatment	X Assist	X	X Assist	X Assist	
11. In the event of a medical emergency: Obtain medical services	X	X		X	
12. Contact nurse, program manager or on-call person	X	X			
13. Ensure completion of Consultation Results, labs, orders, etc	X			X	
14. Documentation: Complete Consultation form following each medical service and attach to Therap consultation or forward to MSS within 24 hours	X			X	
15. Complete Contact Notes/T-log				X	
16. When a medication changes: Contact the nurse or program coordinator as soon as possible and prior to administration of medication. Ensure Physician's Orders are completed. Notify IDT members as appropriate.	X	X		X	
17. Change the Medication Administration Record accordingly	X		X		
18. Document in Contact Notes/T-log	X			X	As appropriate
19. Update Individual Information Record	X		X	X	As appropriate
20. Update Individual Information Record with changes in therapy, physician, hospital, clinic, pharmacy, or health status	X		X	X	As appropriate