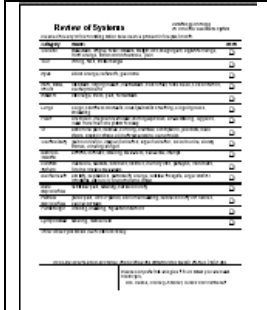


Clinic Forms Guide

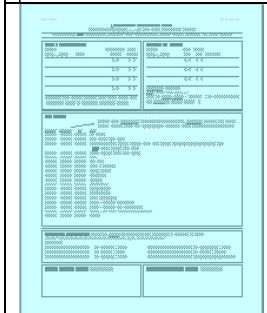


The 'Review of Systems' form is a checklist for documenting various body systems. It includes sections for General, Constitutional, Hematologic, Cardiovascular, Respiratory, Gastrointestinal, Genitourinary, Musculoskeletal, Neurologic, Endocrine, and Skin. Each section has a list of symptoms or signs to be checked, with a box for 'Yes', 'No', or 'U' (Uncertain).

Patient Check-In Papers

While patients are waiting, they will complete paper work in a manila folder. The Review of Systems form is for your use during the visit. Review it with the patient and document significant ROS items in your note. You can use it as scratch paper. It will ultimately be discarded.

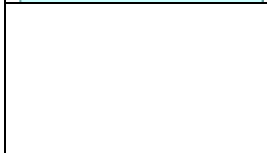
Keep the manila folder with the Shadow Chart. Our staff will handle the other papers (insurance info, photo consent, etc.)



The 'Blue Sheet' is a large form used for interim management. It contains sections for 'Patient Information', 'Physician Information', 'Current Problems', 'Plan of Care', and 'Follow-up'. It is designed to track tasks that need to be completed between visits.

Blue Sheet

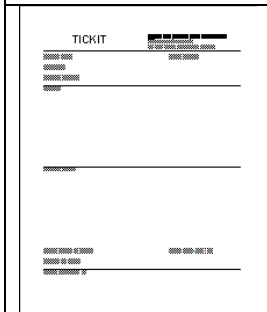
This is the key to all interim management. All tasks that have been completed at the visit, that are to be completed by staff, or otherwise arranged today must be on this sheet. Attending physicians are familiar with this form and are ultimately responsible for the plan so please have them sign this form.



The 'Encounter Form' is a form used to document the physician's visit. It includes fields for 'Physician', 'Visit Level', and 'Diagnosis'. It is used to ensure that the visit is properly documented and billed.

Encounter Form

Complete Physician, Visit Level and Diagnosis. Doing this properly is taking on increasing importance. Please have the Attending sign this.



The 'TICKIT' form is a reminder form used to track tasks that require staff or physician action. It includes fields for 'Task', 'Due Date', and 'Status'. It is used to ensure that important tasks are not forgotten.

TICKIT

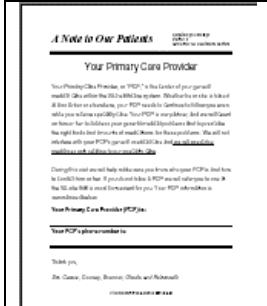
All future tasks that require staff or physician action, and thus a reminder to ourselves, should be put on a TICKIT for the appropriate date. Keep these with the Shadow Chart. Our staff will file it in a tickler file and assure that it is handled on the appropriate day.



The 'Fridge Note' form is a reminder form used to track key events for patients. It includes fields for 'Event', 'Date', and 'Status'. It is used to ensure that patients are reminded of important events.

Fridge Note

Patients need a view of the big picture and need reminders for key events. Mark this up and give it to them to post prominently at home.



The 'A Note to Our Patients' form is a letter used to reinforce various points for patients. It includes sections for 'Your Primary Care Provider', 'Your PCP's address', and 'Thank you'. It is used to ensure that patients understand the importance of their primary care provider.

Form Letters

We have standard, large-type form letters to reinforce various points for patients. For example, patients generally need to remain under the active care of their VA Primary Care Provider even when followed in our subspecialty clinics. A form letter is available on this and other topics.