



## **MONTANA STATE HOSPITAL POLICY AND PROCEDURE**

### **MEDICAL CLINIC SERVICES**

**Effective Date:** September 14, 2009

**Policy #:** PH-04

**Page 1 of 2**

#### **I. PURPOSE:**

- A. To provide quality Medical/Dental health care needs with continuity of treatment for patients and to prevent the spread of communicable disease among patients and employees.
- B. To provide emergency treatment for employees injured while on duty.
- C. To serve as liaison between medical clinic, treatment teams, other hospital departments, hospital administration, and the community by providing significant medical information.
- D. To maintain current sterile supplies.
- E. To distribute medical supplies and equipment.

#### **II. POLICY:**

- A. The Medical Clinic at Montana State Hospital, Warm Springs Campus, consists of primary care physicians, a dentist, and ancillary staff. Medical Clinic hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday, with the exception of holidays. After hour emergency medical care is provided by the medical clinic physician on call.
- B. The Medical Clinic provides health and dental care to patients and coordinates appointments for physical health problems, routine health maintenance, annual physical examinations, and all admission physical examinations. The clinic also provides emergency medical care for any employee injured while on duty.
- C. The Medical Clinic functions as an infection control unit, conducting ongoing tuberculosis surveillance and testing for employees and patients and the Hepatitis B immunization program for employees. The Medical Clinic promotes preventive health measures and counseling.
- D. As part of the multi disciplinary team, Medical Clinic staff communicates with all other health care providers at Montana State Hospital, promoting the development of an effective, individual plan of care.

## Montana State Hospital Policy and Procedure

- E. The Medical Clinic serves as distribution point for current sterile supplies to treatment programs and specified medical supplies and equipment to other hospital departments.

### III. DEFINITIONS: None

### IV. RESPONSIBILITIES:

- A. MSH nursing staff - responsibilities include notifying Medical Clinic of a need for appointments, or making emergency contact with appropriate staff.
- B. MSH Medical Clinic staff - responsible for the care and follow-up of the physical health care (including dental) needs of the patients at MSH. To keep records on all employees of MSH pertaining to immunizations and other health care provided by the physicians of MSH.
- C. Human Resources Department - responsible for securing pre-employment immunization records for MSH employees.
- D. X-ray technician – responsible for providing x-rays in accordance with a limited permit license.
- E. Laboratory services - coordinated through the Medical Clinic.
- F. MSH Staffing Office – scheduling of outside medical services.
- G. Central Supply - services are provided through the Medical Clinic.

### V. V. PROCEDURE:

- A. All patient problems and needs will be reviewed on the treatment units. When referral to a medical clinic physician is needed, the licensed nursing staff will coordinate with the treatment team and Medical Clinic to determine if a patient should be seen on the treatment unit or in Medical Clinic. Nursing staff can call Medical Clinic at extension 7042 to schedule appointments.
- B. The nursing staff can schedule all lab, x-ray and dental service requests by calling or leaving a message for the receptionist at 7040.
- C. When a patient arrives at the scheduled appointment at the Medical Clinic, their medical record should arrive with them or be delivered by staff sometime prior to the appointment.

- D. The Medical Clinic physician will record information related to the patient's appointment on the physicians progress notes found in the Consult Section of the patient record. The physician will also complete a billing form for distribution to the appropriate business office staff.
  - E. The completed medical record will be sent via hospital staff to the patient's treatment unit so that doctor's orders can be taken off by a licensed nurse.
  - F. The MSH X-ray Technician if available will perform x-rays for which they are trained. Otherwise, the staffing office will schedule this service with the appropriate contracted service provider outside MSH.
  - G. Contracted laboratory staff will coordinate with Medical Clinic for all ordered laboratory work.
  - H. The staffing office will schedule medical services with outside contracted medical services not provided at MSH.
  - I. ECG's will be performed by the staff of the Medical Clinic if available, or they will be performed by a licensed nurse.
  - J. The staff of the Medical Clinic will maintain the records for all staff immunizations, annual tests, and follow-ups.
  - K. The designated Infection Prevention Nurse will be responsible for case management of all Bloodborne Pathogen Exposures.
  - L. Human Resources will provide pre-employment verification to Medical Clinic for all required pre-employment immunizations and tests as required by statute, contract, and policy.
- VI. REFERENCES:** Hospital licensure Standards – 482.62(c)
- VII. COLLABORATED WITH:** Medical Clinic Physicians, Director of Nursing Services, Human Resources Director.
- VIII. RESCISSIONS:** #PH-04, *Medical Clinic Services* dated August 22, 2006; #PH-04, *Medical Clinic Services* dated March 31, 2003; #PH-04, *Medical Clinic Services* dated February 14, 2000, H.O.P.P. #13-04C.122992 *Medical Clinic Services*, December 29, 1992
- IX. DISTRIBUTION:** All hospital policy manuals

