

EXIT PROTOCOL

- 1) If the patient is in need, please provide them with a change of gauze. Dispose of used gauze in the red bio-hazard garbage bags.
- 2) The paper charts are NOT to be touched with contaminated gloved hands at any time.
- 3) Remove patient wristband (if they are returning they will be given a new one upon return).
- 4) Check for prescriptions.
 - a) If a prescription has been ordered to be filled onsite make sure the patient has received the noted prescription.
 - b) If a prescription has been written out on a prescription pad, staple the yellow copy to the patient record and give the white copy to the patient to take to an offsite pharmacy. Make sure the patient has the information sheet for the offsite pharmacy and ONLY A 3-DAY Prescription pain med is allowed!!! The patient will have to pay for any prescription filled offsite.
- 5) Ask if the patient will return.
 - a) If a patient received any service OTHER THAN EXTRactions* and we have not cut off accepting new patients and the patient needs additional work done, ask the patient if they would like to get in line again (if it is Fri they could come back on Sat if they like but they will have to get in line just like everyone else). If yes, make a blue copy Front & Back of the patient record for them to take with them. They will need to get in line again and bring the copy with them. They will go through medical triage and from there directly to routing.
**If the patient had extractions AND it is Friday, they may get back in line on Saturday to receive additional care.*
 - b) Medical triage will determine if they need to have their blood pressure and/or INR checked again.
- 6) Provide the patient with goodie bag and have an ambassador escort the patient to exit or family gathering area as appropriate.
 - a) If the patient is going to try and be seen again the same day, then have an escort take them to the patient exit. The patient will need to exit the building and go to the end of the line at patient registration (along with their blue copy of the patient record) to begin the process again.
- 7) Put patient records into collection box for filing.
 - a) X-rays should be stapled to the original patient record if they aren't already.
 - b) Original patient records are property of WDA MOM. A patient should never walk out with the original, only copies.
 - c) Separate the patient comment cards and put the completed ones in one stack and blank ones in another.
 - d) Wipe and stack clipboards in boxes to return to Patient Registration.