


Name of Policy:	<u>Follow Up Appointment</u>	 Effective Date: 5/1/2016 Initial Effective Date: 9/5/1980
Policy Number:	3364-134-20	
Department:	Radiation Oncology	
Approving Officer:	Chief Operating Officer	
Responsible Agent:	Technical Manager, Radiation Oncology	
Scope:	Radiation Oncology	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

All patients will be given a follow-up appointment. The time between examinations will be at the discretion of the Radiation Oncologist.

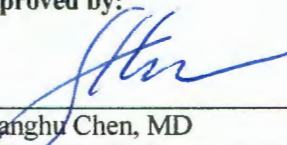
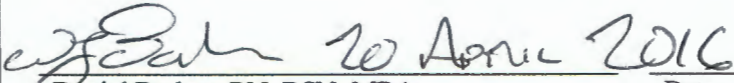
(B) Purpose of Policy

To ensure appropriate follow-up radiotherapy care.

(C) Procedure

1. On the last day of radiation treatment and each return visit, the patient will be given a follow-up appointment card along with instructions from the physician or his/her designee.
2. Studies will be scheduled, if appropriate, and written information regarding those studies will be discussed with the patient.
3. Every effort will be made to correlate patient appointments with other departments in such for patient convenience.
4. Each appointment will be recorded in Aria, with patient's full name, designated physician, and studies to be performed in the comment section. Along with schedulers initials.
5. In the event that a patient fails to keep the appointment follow this procedure:
 - a. A notification in Aria (Radiation Oncology chart) by the R.N. "Patient did not show; to be contacted by phone and follow-up letter."
 - b. The Front desk personnel will contact the patient and make follow-up appointment.
 - c. The Front desk personnel will notify the physician that the patient did not show. A note in Aria will also be entered.

6. If a patient calls to cancel an appointment, a note in Aria will be made and a decision to reschedule will be made by the physician.

<p>Approved by:</p> <p> _____ Changhu Chen, MD Professor & Chairman, Radiation Oncology</p> <p> _____ Daniel Barbee, RN, BSN, MBA Chief Operating Officer</p> <p><i>Review/Revision Completed By:</i> Michelle Giovanoli</p>	<p>Review/Revision Date:</p> <table> <tr><td>1981</td><td>1/1994</td></tr> <tr><td>1982</td><td>2/1995</td></tr> <tr><td>1983</td><td>2/1996</td></tr> <tr><td>1984</td><td>10/1997</td></tr> <tr><td>1985</td><td>4/1999</td></tr> <tr><td>1986</td><td>3/2002</td></tr> <tr><td>1987</td><td>1/2007</td></tr> <tr><td>1988</td><td>4/22/2010</td></tr> <tr><td>1989</td><td>7/1/2013</td></tr> <tr><td>2/1990</td><td>5/1/2016</td></tr> <tr><td>12/1992</td><td></td></tr> <tr><td>1/1992</td><td></td></tr> </table> <p>Next Review Date: 5/1/2019</p>	1981	1/1994	1982	2/1995	1983	2/1996	1984	10/1997	1985	4/1999	1986	3/2002	1987	1/2007	1988	4/22/2010	1989	7/1/2013	2/1990	5/1/2016	12/1992		1/1992	
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<p>Policies Superseded by This Policy: 38-20</p>																									

4/18/2016

Date

Date