


<b>Name of Policy:</b>	<b>Follow Up Appointment</b>	 <p><b>Effective Date:</b> 4/22/2010</p> <p>Initial Effective Date: 9/5/1980</p>
<b>Policy Number:</b>	3364-134-20	
<b>Department:</b>	Radiation Oncology	
<b>Approving Officer:</b>	Vice President & Executive Director	
<b>Responsible Agent:</b>	Technical Manager, Radiation Oncology	
<b>Scope:</b>	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**


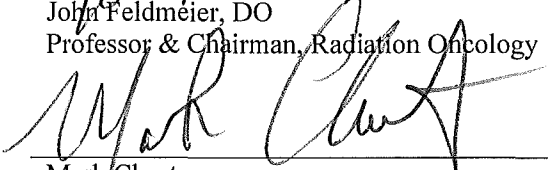
All patients will be given a follow-up appointment. The time between examinations will be at the discretion of the Radiation Oncologist.

**(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 impac, 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 the charts (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, by filling out a phone log sheet and distributing it appropriately..
6. If a patient calls to cancel an appointment , a phone log will be made and a decision to reschedule will be made by the physician.

<b>Approved by:</b>		<b>Review/Revision Date:</b>
 _____ John Feldmeier, DO Professor & Chairman, Radiation Oncology	5/2/10 _____ Date	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 2/1990 12/1992 1/1992
 _____ Mark Chastang Vice President & Executive Director	5/17/2010 _____ Date	
<i>Review/Revision Completed By:</i> Michelle Giovanoli		<b>Next Review Date:</b> 4/1/2013
<b>Policies Superseded by This Policy:</b> 38-20		