(A) Policy Statement

The scheduling of outpatient follow-up examinations shall be the responsibility of the Front Desk Staff.

(B) Purpose of Policy

To ensure appropriate follow-up appointments for patients and to prevent conflicts in the schedule.

(C) Procedure

1. Receive return visit instructions from the physician or his designee.
2. Determine necessary time to allot patient for return visit.
3. Complete appointment card and present appointment card to the patient.
4. Enter into Aria the appointment and physician responsible for patient, along with instructions pertaining to the appointment (lab tests, x-rays, etc.) to be performed. Enter appropriate data into the computer.

Approved by:

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Policies Superseded by This Policy: 38-57