

Dr. \_\_\_\_\_

### **New Patient Intake 30-minute appointment**

Medical records transfer by request \_\_\_\_\_ staff to have patient complete the request for records (transfer) and return form to Dr. for signature and amendments. Dr. \_\_\_\_\_ will advise when they want the patient to return to the clinic.

Dr. \_\_\_\_\_ will complete the form and return to the front desk to fax. Scan the form into the chart.

### **CPX**

Can be requested by \_\_\_\_\_

Ask patient tci 10 minutes prior to their appointment for vitals.

CPX are \_\_\_ minute appointments.

MOA take vitals on patients ht, wt and bp. Enter the vitals onto a card/into the EMR and give to Dr. \_\_\_\_\_ once completed. If Dr. \_\_\_\_\_ is not at their desk at the time the vitals are ready to be provided, the MOA may place the vitals on Dr. \_\_\_\_\_ desk.

**MALE CPX** – After vitals are taken, the MOA will have the patient prepped by providing a gown, sheet, and instructions for the patient to fully undress and sit on the exam table.

**FEMALE CPX with pap** – After vitals are taken, MOA will have the patient prepped by providing a gown and a sheet and ensure pap tray is prepped with the speculum light on the tray.

**FEMALE CPX without pap** – After vitals are taken, patient may require assistance with changing and may need assistance from the RN – to discuss with Dr. Ashour

**PAP ONLY** – Patient to undress from the waist down – provide a sheet to the patient and ask them to sit on the exam table – MOA will ensure the pap tray; speculum light and a printed patient label are on the tray. (Do not place the label onto the sample container). Dr. \_\_\_\_\_ will complete the cytology form and specimen container and prepare to MOA to place in the mail.

**Breast Exam** – Dr. \_\_\_\_\_ will see the patient first and will provide gown instructions directly to the patient.

**Prostate Exam** – Dr. \_\_\_\_\_ will see the patient first and will provide gown instructions directly to the patient.

MOAs to ask patients to bring in all medications, supplements, BP and averages and glucose reading (if HT or DM pt) for appointments.