VICTORIA PRIMARY CARE NETWORK

Attachment Process

Clinic contacts the Attachment Coordinator (AC) to request patients to attach from the Health Connect Registry (HCR)

Criteria for attachment is established

AC exports a list of patients from the HCR (Outreach list) meeting the specified criteria and numbers

Patients are selected from the HCR in date order, so, first come first served (with the exception of patients referred using the priority referral form) Patients on the outreach list are contacted by the AC to inform them of attachment opportunity (by email, or, by phone when no email address)

Patient will be asked to contact the clinic direct to book an appointment (can be modified to suit clinics needs)

IF THE CLINIC HAS AN INTAKE FORM THIS CAN BE SENT OUT WITH THIS EMAIL Clinic is supplied with a copy of the outreach list



NOTE: INFORMATION CURRENTLY RECORDED ON THE HCR FOR GENERAL REGISTRATIONS:

- NAME
- DOB
- ADDRESS
- SEX
- CONTACT DETAILS
- MOST RECENT FP/NP
- IF ATTACHED OR NOT
- FAMILY MEMBERS ALSO
 AWAITING ATTACHMENT

THE ABOVE CRITERIA IS INFORMATION THAT CAN BE SELECTED FOR ATTACHMENT: FOR EXAMPLE 'OAKBAY' 'OVER 65 YEARS OF AGE'

MEDICAL INFORMATION IS ONLY AVAILABLE WHEN A REFERRAL FORM IS SENT IN FROM A CLINIC The outreach list is passed back to AC so that the HCR can be updated to reflect changes in the patients status The outreach list should be kept up to date by the PMH by selecting the relevant outcome

- Options are:
- Attachment made
- Patient declined attachment
 No contact from patient

When the patient contacts the clinic the **outreach list should be cross checked** to ensure the patient is on the list; when confirmed an appointment should be made to determine attachment

For more information, please contact Gemma Rose – Attachment Coordinator – grose@victoriadivision.ca