

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: INDIVIDUALS SUPPORTED INFORMATION**

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|---|------------------------------------|--------------------------------------|--------------------------|
| SUBMITTED BY: Kathleen Swantek | DATE SUBMITTED: 07/01/77 | SECTION: Medical | |
| BOARD APPROVED ON: 04/01/78 | DATE REVISED: 05/22/17 | SUBJECT: Medical Treatment | |
| ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 05/22/17, 09/19/18, 09/09/2020 | | POLICY #: IF-003 | PAGE #: 1 of 3 |

I. APPLICATION

The provision stated herein shall apply to all individuals supported by Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It shall be the policy of organization to provide adequate and appropriate preventive and routine medical treatment to individuals supported.

III. DEFINITIONS:

Health Care Chronological (HCC) – the approved document where all observations, signs, symptoms, measurements, actions, indications, reasons, communication, instructions, medications, delivery, changes, discontinuation, missed or refused and errors are documented.

Medical appointment information record (MAIR) – the approved document for medical appointment documentation.

IV. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Program Supervisor

1. Ensures the guardian signs a consent for routine medical treatment.
2. With legal guardian, identifies a primary care physician.

Employee/Designee

3. Ensures that all individuals are seen annually for a routine physical as prescribed by the plan of service and their primary care physician.
4. When taking an individual on a medical appointment will follow the medical appointment checklist:

Prepares

- Know why the individual is going to the physician

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- Pack necessities (lunch, medications, briefs, etc.)
- Get directions to the office

Take Medical book

- Insurance cards
- Medical history
- Current physical
- Current laboratory work
- Immunization
- Medications
- Special reports/ consultation
- ARRIVE 15 MINUTES EARLY

In the office

- Be courteous, listen carefully
- Ask questions if you don't understand
- Ask the physician to complete the medical appointment information record (MAIR)

Before leaving the office

- Obtain a prescription for medications or tests that are ordered (unless it is done electronically)
- Double-check the prescription for accuracy
- Request copies of lab results when they are available
- Review the medical appointment information records (MAIR) and make sure it is understood

After the appointment

- Fill the prescription
- Make sure the right medication, amount and how often the medication is to be given are on the label
- Obtain additional labeled medications is needed for school, day program or other locations
- Fill out new medication form
- Write the medication in the medication book
- Set up a medication count sheet
- Document everything in the HCC

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- Record any follow up appointments on calendar

Once a week – review all records to ensure all appointments are scheduled and completed.

Program Supervisor

4. Reports all routine treatment to guardian and, when possible, includes guardian in visit.
5. Oversees and ensures all medical needs and documentation are completed.

EMERGENCY MEDICAL TREATMENT

WHO

DOES WHAT

Program Supervisor

1. Insures that the guardian signs a consent for emergency medical treatment.

Employee

2. When an emergency situation arises, any life threatening medical emergency call 911.
3. Call program supervisor.

Program Supervisor /
Designee

4. Meets the individual at the emergency room with the medical book.
5. Calls guardian as soon as possible
6. Notifies appropriate division director
7. Macomb County notifies crisis line

Division Director

8. Notifies executive director if necessary

Employee

9. Documents incident on Incident Report and Health Care Chronological (HCC).

Program Supervisor

10. Reviews Incident Report and follows incident report policy.