



Manual of Administration

TOPIC: Medication	SUBJECT: Medical Appointment Documentation	Code: MD140
		Date of Issue: September 2015
		Revised: July 2017
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Purpose: To document all information from a medical appointment.

Responsibility of Support Worker:

1. To be used for any medical visits, e.g. doctor, emergency room, walk-in clinic, dental appointments, massage therapists, in-home care (VON), chiropractor, naturopathic medicine, physiotherapist, foot care, etc.
2. Specify in detail reason for the visit.
3. Document the details of the visit with the practitioners' diagnosis and recommendations. Include required follow up appointments, blood work, etc.
4. The Support Worker is responsible to support the individual to make regular dental appointments and regular contact with doctor.
 - 4.1. If the individual refuses to attend or make a medical appointment then it is to be documented.
5. Completed Medication Information Sheets are to be turned into the Module Manager.
6. Admin will file and update the medical appointment summary.
7. Health records will be kept on record as per policy AD002.

