



**AVENUE II COMMUNITY PROGRAM SERVICES**  
(THUNDER BAY) INCORPORATED

**MANUAL OF ADMINISTRATION**

<b>TOPIC:</b>	<b>SUBJECT:</b>	<b>Code:</b>
Medication	Medical Appointment Documentation	MD140
		<b>Date of Issue:</b> September 2015
		<b>Revised:</b> January 2025
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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, footcare, pharmacy consultations, etc.
2. Specify, in detail, the 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(s).
  - 4.1. If the individual refuses to attend or make medical appointment, then it is to be documented.
5. Information should be documented under the Clinical Notes section of AIMS.
6. When clinical note is complete, support staff must use the "notification area" at the bottom of the clinical note page to select the relevant manager and forward notification to that manager.
7. AIMS provides a summary page of all clinical notes for reference/review.
  - 7.1. Health records will be kept on record as per Policy AD002.