



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

**MANUAL OF ADMINISTRATION**

<b>TOPIC:</b>  Medication	<b>SUBJECT:</b>  Medical Summary	<b>Code:</b> MD125
		<b>Date of Issue:</b> May 2005
		<b>Revised:</b> January 2025
		<b>Page 1 of 2</b>

**PURPOSE:**

A current summary of a client's active medication, allergies, health issues.

**RESPONSIBILITIES:**

It is the Support Worker's responsibility to ensure each individual has a current Medical Summary (Medical Treatment Profile). Information will be reviewed with primary care provider during scheduled visit(s) and updated.

Medical Summary:

1. The Medications tab on AIMS contains the following information, which is to be entered and kept current by support staff:
  - a) Medication name (Brand/Generic)
  - b) Name of prescribing Physician
  - c) Description of medication
  - d) Start date/ end date (if applicable)
  - e) Route
  - f) Dosage information
  - g) Time/ Frequency given
  - h) Purpose/indication for medication
  - i) Side effects (if applicable)
  
2. Allergies tab on AIMS contains the following information, which is to be entered and kept current by support staff:
  - a) Allergy Name
  - b) Start date (if applicable)
  - c) Allergy Reactions
  - d) Allergy Type / Comments



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3. Health Issues tab on AIMS contains the following information, which is to be entered and kept current by support staff:
  - a) Diagnosis
  - b) Descriptions
  - c) Comments
  
4. Clinical  
To document medical visits, pharmacy consults, lab work etc.:
  - a) Visit type
  - b) Hospital or Clinic name
  - c) Attending health professional
  - d) Reason for visit
  - e) Results of visit
  - f) Ongoing treatment (if applicable).