

Patient Exit

- I. Verify the patient record is complete with the patient signature, questions answered on the back and treating dentist(s) signed form.
- II. Check for prescriptions.
 - a. Make sure that the patient stopped at the Medications table for prescription pick up before you continue.
 - b. If a prescription has been written out on a prescription pad, make a photocopy of it to staple to the Registration form if no carbon copy available and give back to the patient so he/she can fill it in an outside Pharmacy.
 - c. If the patient had extractions and needs gauze changed, dispose of the old one in the Biohazard basket. There will be gloves and gauze in your area.
- III. Patient Education.
 - a. If the Patient Education box at the top of the Treatment form is not signed (first 150 patients on Friday and first 150 patients on Saturday), and the patient will **not** come back for treatment Friday or Saturday then ask the patient if he/she would like to go through it.
 - i. If **YES**, make a **BLUE** copy for the patient and have a patient escort lead the patient to Patient Education. After Patient Education has been given is not necessary to bring the patient to Exit again. The Blue copy will be collected in Patient Education if the patient is not coming back, he/she will be escorted to the exit doors.
 - ii. If **NO**, ask if there are any questions regarding treatment.
- IV. Check if patient will return.
 - a. If we have not cut off accepting new patients and the patient needs additional work done, ask the patient if they would like to get in line again (if it is Fri they could come back on Sat if they like). If yes, make a **BLUE** copy of the patient record for them to take with them. They will need to get in line again and bring the copy with them. After Medical Triage they will skip Dental Triage and go to routing.
- V. Collect the patient record.
 - a. X-rays should be stapled to the original patient record.
 - b. Original patient records are property of MnMOM. A patient should **never** walk out with the original, only copies.
 - c. Put record in collection bin. Records verification will pick up the records for filing and data verification.
- VI. Provide patient with patient bag and escort patient to exit or family waiting area.
 - a. If the patient is going to try and be seen again the same day, then have escort show them where the end of the line is for Patient Registration (along with their blue copy of the patient record) to begin the process again.