

## CLINIC VISIT

### A. Clinic Visit Preparation

Prior to a child's clinic visit reminder calls need to be made to the family and the child's chart needs to be prepared for the visit. Chart preparation includes making sure that Clinic Visit sheets are printed out for each family member that we would like to see in clinic. In order for Clinic Visit sheets to print, the scheduled appointment date must be entered into the study database. Therefore, it is necessary to check that all appointments scheduled in Scheduling System have been entered into the Access database prior to printing the Clinic Visit sheets.

### Check Schedule

1. Go to the online Daisy Database at <http://daisy.ucdenver.edu/Login.asp>
2. On left side of page click Scheduling → Daily Schedule → Enter the date that you're preparing charts for → View Clinic Schedule → Print out this list → highlight all DAISY visits

### Preparing Charts

1. Refer to DAISY ID #'s for the participants scheduled for clinic the next day.
2. Print the Clinic Visit Sheets:
  - Go to ACCESS and under clinic track hit the "Clinic Visit" button under reports.
  - When prompted to enter schedule date, enter the date they are scheduled for.
  - When it asks for the child's ID, enter nothing and click OK
  - Again, when prompted to enter schedule date, enter the date they are scheduled.
  - Put the Celiac symptoms/24 hour vitamin question sheets in the printer.
  - Print the visit sheets for the subject and family members being seen on the back of the symptom/vitamin question sheets. You can use Ctrl P to print only the sheets that have information on them. Make sure there us a visit sheet for everyone scheduled (Check against the ID list from OUTLOOK). If there are not, then you need to adjust the ACCESS clinic track for that subject so that they are scheduled for that date and print their visit sheet.
  - Click the "Close" button for the clinic visit sheets, and print the family information sheets on plain paper.
3. Pull the files for the participants scheduled.
4. Go through each file and put the clinic visit sheet and family information sheets in front.

5. Check to make sure that the interview is prepared, if needed. (Bright pink paper attached, start/stop date stamp on vitamin page, wheat and smoking questions attached). Also, put a blank food survey in the file if needed.
6. Arrange in order of appointment and put in appropriate folder in the lab.

### **Reminder Calls**

Reminder calls are done the day before the scheduled appointment except for Saturday appointments. Reminder calls for SATURDAY appointments should be done on TUESDAY!

Be sure to include:

- Day, Date and time of appointment
- Be sure to use the map and parking permit we sent (if they didn't receive, give directions over the phone and put a parking permit in their folder for when they get here, or offer to fax a map and parking permit to them)
- If IVY: Cotton Balls, or urine sample (be sure to drink plenty of fluids for urine and to be well hydrated for the blood draw.)
- Make sure parents know to use regular cotton balls (the ones we sent) not make-up pads
- Completed food survey if needed.
- Phone # to call if they have questions.
- Phone # to call if they need to cancel or reschedule

### **Clinic Room Set Up**

The Evening Prior

1. Review the next day's schedule.
2. Look over the next days schedule and count how many study subjects we will see that day. Take viral culture media (for throat and rectal cultures) out of the freezer and put in the rack on the door of the refrigerator. This is so the media will thaw before the clinic visit. If this step is forgotten the night before, make sure it is done first thing in the morning. Leave enough out for the first clinic appointment so they will be thawed by the clinic time.
3. Make sure after each family to clean and stock clinic rooms so they are ready to use for the next family. Any supplies that need replenishing should be done on an as-needed basis. This includes tubes, butterflies, Band-Aids, toys, stickers, etc. Also, if there were any body fluids such as blood or saliva left behind, make sure that it is wiped away with our anti-bacterial cloth wipes. Clean up the playroom and the "San Luis Valley Room" and get them in order after each family's use. It is especially important to either soak toys in bleach or wipe them with anti-bacterial wipes after children have been putting them in their mouth. This is also necessary if you've found that any of the family members have communicable problems such as pink eye or strep.

### **The Day of Clinic Visit**

1. Check the clinic schedule to see if there is anybody listed that has positive DAISY antibodies. Those participants will have a random glucose test and HbA1c measurement completed at the visit.

2. If there are those on the schedule with positive antibodies make sure you have working glucometer with test strips in the clinic room to check their random blood sugars.
3. Make sure the gluco-ketostix are available to dip their urine and test for glucose and ketones.

### **Review Chart**

Look through chart to determine what interviews need to be done, what consents need to be signed, who's blood needs to be drawn,etc. Get everything in order for when the family arrives.