
 وزارة الصحة Ministry of Health	المملكة العربية السعودية وزارة الصحة الادارة العامة للطب المنزلي	 الطب المنزلي Home Medical Care
	<b>Policy NO.: HMC-PAA-PPG-003E(3)</b>	
<b>Title : Waiting List</b>	<b>Replaces Number : Two</b>	<b>Issue Date : 11/05/2016</b>
<b>Applied To: All HMC Staff</b>	<b>Page: ١ Of 2</b>	<b>Due Date: 11/05/2019</b>

### 1. Purpose:

- 1.1. To regulate the acceptance of referrals of outpatients applying for Home Medical Care services.
- 1.2. To regulate the enrollment in service of accepted patients ability for Home Medical Care Unit services according to initial assessment.

### 2. Definition:



2.1.N/A

### 3. Policy :

- 3.1.Referral received by Technical supervisor should be listed as waiting list in order to be served according to scope of service and available resources.
- 3.2.Once the initial assess endorsed by assessment team referral should listed as waiting and the patient/family should be informed regarding proposed time for service.
- 3.3.Priority for first home visit should be given according to the patient needs.

### 4. Procedure:

- 4.1.Patient referred to Home Medical Care as outpatient using Home Medical Care referral form will be log by supervisor in the referral log-book on the computer data based.
- 4.2.All referral will be screened by the technical supervisor for eligibility in order to determine the waiting list and schedule initial visit using "**Waiting List Notification Form**".
- 4.3.Patient assessed and accepted for Home service to prioritized for first Home visit and the patient/family informed using "**Acceptance Form**".

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**5. Responsibilities:**

5.1. Technical supervisor .

**6. Forms::**

6.1. Waiting List Notification Form.

6.2. Acceptance Form.(HMC-PAA-FORM-2.3).

**7. References:**

7.1. Policies and procedures guidelines of Home Medical Care Center, Home Medical Care Administration, Medina Munwara Region, 2016

7.2. Joint Commission International Accreditation Standards for Home Care, 2012

7.3. MOH Home Medical Care Standard, 2015

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