

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. <u>Definition:</u>

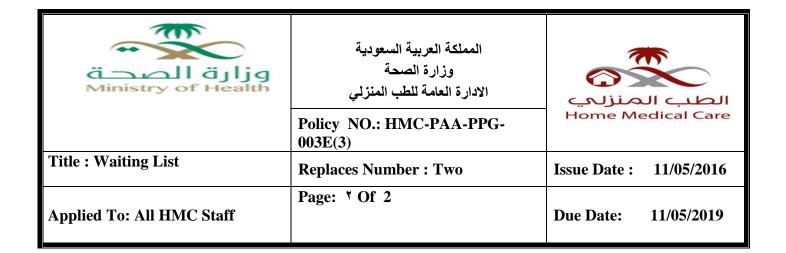
2.1.N/A

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".



5. Responsibilities:

5.1. Technical supervisor.

6. <u>Forms:</u>:

- 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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