NEW PATIENT ORIENTATION AND OFF CAMPUS LECTURES

POLICY

All new outpatients or student family patients over 15 years of age must attend a New Patient Orientation (NPO) *before* becoming a patient. **Any exception to this must be cleared with the chair of clinical curriculum.**

Interns present new patient orientations to their patients in designated rooms off the New Patient with either the attending case doctor or a patient education intern present. The presentation should be **approximately five minutes in length** explaining the various procedures used in the Health Center listed below. It is of the utmost importance that the patient understands the purpose of chiropractic care prior to accepting care in the Health Center.

At the conclusion of the NPO, all new patients must sign an Informed Consent (HC 1060) and the New Patient Orientation form prior to being examined. The case doctor must also sign the Informed Consent and the New Patient Orientation form. The intern may then submit the NPO form to the receptionist to obtain a case number authorizing initiation of care

TOPICS THAT MUST BE COVERED DURING NEW PATIENT ORIENTATIONS

1. Welcome to the Health Center - state purpose of the orientation.
2. Briefly define nervous system and how it is a vital component of health.
3. Describe and demonstrate vertebral subluxation and how it interferes with the body's striving to maintain health. (Be sure to state that it is only one form of interference).
4. Provide examples of potential causes of vertebral subluxation.
5. Describe the role of a doctor of chiropractic as a primary care provider and their unique objective to locate and correct subluxations to support greater health potential.
6. Describe procedures that support patient safety including:
7. All care supervised by experienced case of licensed doctors of chiropractic.
8. Patients receive an appropriate examination.
9. X-rays/other studies taken – if necessary.
10. Findings outside of the scope of chiropractic practice will brought to their attention and a referral made so that they may seek care from the appropriate health care provider.
11. Student interns take extra time to thoroughly analyze patient findings. The quality of care in the Health Center is worth the time.
12. New patients may have frequent visits until the desired outcomes are achieved. Care plans will then be modified.
13. Inform patients chiropractic is not a duplication of medical service.
14. Health Center hours.
15. How to reach his/her student intern.
16. The patient and intern must sign the Informed Consent (HC 1060).

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OFF-CAMPUS LECTURES
Interns desiring to give talks to groups outside the college must have completed the Patient Education course and obtain prior approval of the dean of clinics.

All off-campus health talks must:

1. Follow the same format as those presented in Patient Education
2. Be consistent with college objectives
3. Be proctored by another intern or college representative

PROCEDURE TO OBTAIN APPROVAL
Submit, in writing, the date, time, place and audience of the proposed outside lecture to the dean of clinics or their designee. Also submit the name of the person (qualified intern or college representative) who will be proctoring.

The proctor must take a Lecture Assessment (HC 5080) and a guest sign-in sheet (New Patient Orientation Attendance Record) to the lecture and see that they are properly completed. The proctor must turn in the Lecture Critique and sign-in sheet (New Patient Orientation Attendance Record) to the receptionist. Guests who attend the lecture and sign-in on the sign-in sheet will not be required to attend an on-campus new patient orientation when they begin care unless the intern would like them to attend.