

HEALTHWEST

Procedure

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Prepared by:

Cyndi Blair, RNBC
Chief Clinical Officer

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Approved By:

Subject: Health Screen and Physical
Examinations

Julie B. Rupp, Executive Director

I. PURPOSE

To assure identification of an individual's health needs and implementation of the appropriate level of coordination of behavioral and physical health care.

II. APPLICATION

All employees and contracted providers of HealthWest.

III. PROCEDURE

A. Collection of Information

1. At the time of the first face-to-face service, the primary worker will complete a Health Screen form (C073).

B. Responsibilities of Primary Worker

1. The primary worker will review and assure the completion of the Health Screen form. The worker will obtain any necessary clarification of treatment status.
2. If the individual has immediate health concerns, the primary worker will assure that the Individual will see an RN or an RN will be notified during the visit.
3. The primary worker will date and sign the Health Screen and forward it to the team Nurse by the next business day if any of the symptoms have been checked. The Nurse will review for further evaluation.
4. The primary worker will obtain the Releases of Information to and from the primary care medical provider, necessary specialists and from the individual receiving services.
5. The primary worker will document on the Health Screen if they have requested information from the primary care physician/specialist and the date requested.

6. If the individual receiving services has no primary care physician, the primary worker will refer the individual to a primary care physician. The Individual may be referred to a Federally Qualified Health Center for this service.

C. Responsibilities of Registered Nurse

1. The nurse will review the health screen and determine the next course of action within seven (7) days, which may include one or more of the following:
 - a. No further action needed with appropriate explanation that the individual's health care needs are being met.
 - b. Instruct the individual to schedule an appointment with their primary care physician.
 - c. Communicate with the individual, family, or guardian to acquire more information.
 - d. Consult with primary care provider/specialist of the individual for clarification.
 - e. Complete a HealthWest Nursing Health Assessment to identify unmet health care needs or the need to coordinate treatment for comorbid conditions.
 - f. Refer to the primary care provider for diagnosis/care. Consult with the HealthWest psychiatrist/PA/NP as needed.
 2. The RN will confirm all community medications and assure entry into the individual's medication data profile via the electronic medication prescribing system.
 3. The RN will assure a physical exam is performed on all individuals admitted to the agency's Residential programs within the first seven (7) days of admission or that a durable, legible copy of a physical exam completed within thirty (30) days prior to admission is promptly obtained and reviewed.
 4. The RN will document on, sign, date, and submit for filing the Health Screen form in the Individual's record.
- D. Health Screens need to be completed on an annual basis by the primary worker if the clinical record does not contain an Annual Nursing Assessment addressing health issues.
- E. All individuals receiving services in need of Pathology and/or Clinical Laboratory Services are to be referred to laboratories that have offered evidence of compliance with the Federal Standards.
- F. Training and monitoring of this procedure is the responsibility of the Chief Clinical Officer.