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Appointment

Initial, Progress, & Discharge Appointments

WHAT WE'LL COVER

01 Differences of Appointment Evaluations

02 Scheduling an Initial Appointment

03 Discharging Patients





INITIAL APPOINTMENTS



For brand new patients



These always have the eval layout on the appointment block



For a previous or current patient but they have a new case



Green in color





PROGRESS APPOINTMENTS



For current patients that need a progress evaluation to see where their treatment/pain level is at



For a current patient that needs authorization



Typically doesn't need additional info listed on appointment block



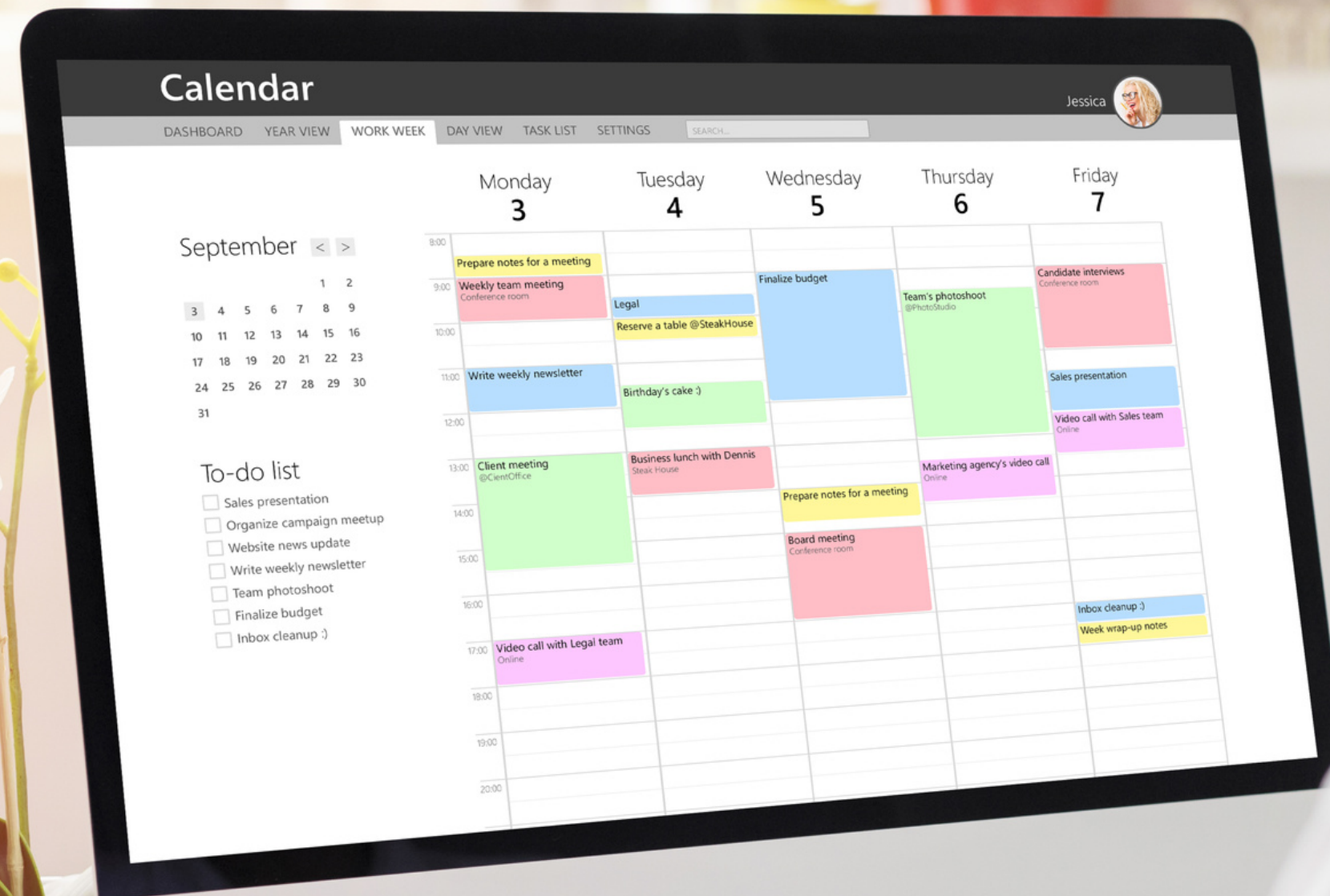
Red in color





DISCHARGE APPOINTMENTS

- When patients meet all their treatment goals & no longer benefit from our service(s)
- If they haven't been seen for three or more months
- If they get a new insurance, or need a new case for billing purposes
- Red in color



Scheduling An Initial Appointment

SCHEDULING AN INITIAL APPOINTMENT

Ensure the patient has a chart

1

2

Determine their “story” & why they need treatment with us

Obtain correct demographic & insurance information

3

4

Some clinicians need one hour long appointments for the initial



Discharging Patients

Discharging Patients

Discharge w/ Evaluation

- Fills out an outcome
- Has discharge evaluation with clinician
- Delete any future appts that are already on the schedule
- Do not schedule out
- Give discharge gift!

Quick Discharge

- Does not come in for an evaluation
- These shouldn't be our first option when discharging a patient
- Does not fill out an outcome
- Delete any current appts on the schedule

Any Takeaways

- ① Understands the Different types on appointment evaluations
- ② How to Schedule an Initial Appointment
- ③ Avenues to Take for Discharging a Patient