

SPECIAL CLINIC SESSIONS**OPS.022**

Approved By:	Chief Operations Officer	Adopted Date:	01/23/13
Distribution:	Site Administrators, Billing Manager, Medical Directors, Operations	Revision Date(s):	n/a

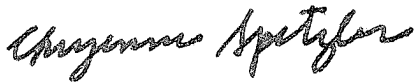
PURPOSE:

The purpose of this policy is to define the scheduling and handling of special clinic sessions, including by not limited to sports PEs, back-to-school PEs, and childhood immunization Clinics.

POLICY:

- All special clinic sessions will be approved by the Operations Officer.
- They will be scheduled at least one month in advance, to allow time for notification to affected ODCHC departments, advertising and promotion.
- On occasion Operations Officer may approve a flat fee for special clinics. A request must be submitted to the COO prior to the scheduled clinic.
- All special clinic sessions will be staffed with appropriate professional staff.
- All patients upon check in will be screened for eligibility of programs if no coverage is presented.
- All visits will be documented in accordance with ODCHC documentation policies.

Approved:



Cheyenne Spetzler
Chief Operations Officer