Coding Protocol-

See Dentrix guidelines to start program

When receiving chart please remove medical form from clipboard and place clipboard and pen in “clipboard tote”- a runner will return these to patient registration for continued use

* Stack clipboards in boxes for runner to take back to registration
	+ Specific directions about managing clipboards will be given on site
	+ On Friday, keep pens attached to clipboard and place new Medical History
	+ On Saturday *(once triage doesn’t need any more clipboards)*, remove pens and place pens in box for storage. Stack clipboards in groups of four-six (depending on box size), alternating the stacks, so that they can store easily. Pack in specific boxes and label on inventory sheet(s) with number of clipboards in box.
		- Once all patients are admitted on Saturday into triage, obtain unused clipboards, Medical Histories, and pens from patient registration area and begin packing for storage

If the patient is returning for care, keep the patient’s x-rays with the Medical History form

* + - Staple together with the “NMOM Patient Follow-up” form with the other medical histories; Coding will separate return patients and place the medical history paperwork in an accordion file