

**PATIENT PRE-SCREEN CHECKLIST**

Patient Name:	
Patient Appointment Date & Time:	
Pre-Appointment Call Date & Time:	
Name of Staff Who Called Patient:	

**If a patient responds “yes” to any of these questions, reschedule their appointment for at least 14 days and direct them to their local health department.**

<b>Ask:</b>	<b>Response:</b>
Have you traveled in the last two weeks?	
Have you, or anyone you’ve spent time with, tested positive for COVID-19?	
Have you, or anyone you’ve spent time with, had a fever or cough?	
Have you, or anyone you’ve spent time with, lost the senses of taste or smell?	

**If a patient has any of these high risk indicators, be sure to use all safety tools during their visit.**

<b>Ask patients if they:</b>	<b>Response:</b>
Are undergoing chemotherapy	
Are immunocompromised	
Are diabetic	
Have heart disease	
Have high blood pressure	
Have asthma or another respiratory issue	
Are over 60 years of age	

**New Processes & Procedures:** (Talk about those you’ve implemented, remove any you haven’t)

- Everyone entering the office must wear appropriate personal protection equipment (PPE), including vendors.
- We stagger our patient appointments to give us time to clean and to encourage social distancing.
- We ask patients to wait in their cars until appointment time. We will call you when it’s time to come inside.
- We ask that patients come into the office alone (unless they require a caregiver).
- We have a no-contact sign in process now. The receptionist will enter your information upon your arrival.
- We provide hand sanitizer in multiple spaces in the office. We have soap in each of the bathrooms.
- We’ve removed magazines, books and toys from the waiting room.
- We clean each room thoroughly between patients.
- We wipe down door knobs, light switches and tables.
- We clean the computers, keyboards, phones, and other machinery.
- The office is cleaned deeply and thoroughly multiple times a day.
- Our staff take their temperatures upon arrival each morning and again in the afternoon.
- Our staff members stay home if they’re sick.