

TM Psychiatry - Roles and Responsibilities

Role	Responsible for
Patient	<ol style="list-style-type: none"> 1. Must have an Open Door PCP to be scheduled (as of May 2018) 2. Picks up medication from pharmacy
TM Provider	<ol style="list-style-type: none"> 1. Patient Care for limited duration of time 2. Prescribing of <u>Non-Controlled</u> Medications 3. Documenting pt. verbal consent for <u>Non-Controlled</u> medications in TM consult note 4. Verbally share medication changes with TM Coordinator at the end of each visit 5. Continues to prescribe and refill until pt. is stable 6. Documenting <u>recommendations for Controlled Medications</u> in TM consult note 7. TM consult note - completed within 3 working days
TM Coordinator	<ol style="list-style-type: none"> 1. Send chart notes and medication list and document in Referral <p><u>Pre Consult</u></p> <ol style="list-style-type: none"> 2. Visit Encounter (Patient on Site) 3. Transcribe medication changes and read back to TM Provider. 4. Document in <u>Progress note</u> "Medication Changes have been made by Dr _____". 5. Document in <u>Pt Instruction</u> the medication changes for AVS. 6. Document Medication changes in <u>Routing comments</u>. 7. CC Chart Encounter to Ordering Provider and PCP 8. Close Visit Encounter <p><u>Post Consult</u></p> <ol style="list-style-type: none"> 9. Retrieves TM consult note, 3 days after DOS 10. Addend the encounter and enter pts's medications if prescribed by TM Provider as Historical. Add routing comment and route chart to PCP. 11. Addend the encounter and discontinue pts's medications if directed by TM Provider. Add routing comment and route chart to PCP. 12. Sends TM consult note to OD Provider.
Open Door Provider	<ol style="list-style-type: none"> 1. Review most recent TM Coordinator visit encounter for medication changes 2. Review most recent TM consult note 3. Reconcile Medications 4. <u>Prescribe Controlled medications</u>, (if recommended) in TM provider's consult note 5. Resume medication management once pt. returns to PCP care 6. Sign/Initial TM consult note and send to Scanning
Medical Records	<ol style="list-style-type: none"> 1. Scan TM Consult note within 72 hours of receipt

TM Coordinators can order FUTURE LABS only. They MUST be ordered under the referring provider's name.

The patient MUST RE-CHECK in for Lab only visit. Effective as of April 23rd 2018

<u>TM Specialty</u>	<u>MA</u>	<u>RN</u>
Endocrinology	<ol style="list-style-type: none"> 1. Confirm patient address and phone number 2. Confirm patient name with Specialist 3. Report Vitals 4. Report any medication changes 5. Remain in room as directed or check in at end of consult 	Lung Sounds (As needed)
Rheumatology	<ol style="list-style-type: none"> 1. Confirm patient address and phone number 2. Confirm patient name with Specialist 3. Report Vitals including O2 Stats 4. Report any medication changes 4. Observation of eyes, and ears, ask if dry, or any drainage. 5. Starting with fingers gently squeeze on each joint then wrist, elbow, and shoulder feeling for tenderness and looking for nodules. 5. Use hand held camera if available, for close ups 6. Remain in room during consult 	
Pulmonology	<p>Prerequisite-Training with electronic stethoscope</p> <ol style="list-style-type: none"> 1. Confirm patient address and phone number 2. Confirm patient name with Specialist 3. Report Vitals including, O2 Stats 4. Report any medication changes 5. Connect stethoscope to transmit lung sounds 6. Remain in room during consult 	

