



Doctor's Release Requests and Corresponding Healthcare Communications

Policy and Procedures

A Better Life Experience, Inc. is committed to the safe participation of all persons receiving services (PRS) in its day program activities, including vocational programs. ABLE wants to work in partnership with guardians, parents, providers, PRS and their healthcare teams to maintain quality continuation of care.

Purpose

The purpose of this policy is to ensure the safe participation of all PRS when significant medical care is required and/or received. This policy seeks to detail what documentation is required along with other general guidelines to meet this objective.

Procedure

ABLE day program is to receive a doctor's release note, allowing PRS to safely return to regularly scheduled day program or work activities, when significant medical care is required and/or received. ABLE day programs should also receive after-care instructions, physician's orders, protocols, time guidelines or any other information required for a continuation of care as it pertains to the implementation of day program or work activities. This includes walking, getting in and out of vehicles, eating in a group setting, using the restroom, and actively participating in a variety of activities. In the event a PRS uses a wheelchair or other adaptive equipment, ABLE requests they be in good working condition, available for safe use. Any changes or alterations made to the equipment should be communicated before its use at day program.

Below are examples of when a doctor's release note is needed:

- All-types of surgery
- Emergency Room visits/Time spent in the hospital
- Open wound treatment
- Joint or limb fractures, dislocations etc.
- A Critical incident report was filed detailing health and safety concerns

Below are examples of when after-care instruction is needed, which may include physician's orders:

- PRS needs a sling, brace or cast of a joint or limb
- Wound care may be needed at day program
- Contagious diseases; i.e. MRSA/Hepatitis
- PRS is likely to experience blood clots
- Has new or updated dietary restrictions
- Lifting and bending restrictions for work activities
- PRS is now using adaptive equipment; i.e. wheelchair, walker or cane
- New medications - such as antibiotics - are given at day program*

It is the responsibility of guardians, parents or providers to inform ABLE management when significant care is required and/or received by a PRS. Communications could include information such as absences, expected dates of return, and information regarding the medical situation.

ABLE management will offer reminders concerning this policy and procedure. They will inform the ABLE nurse who may request additional information. The ABLE nurse reserves the right to request a doctor's release, after-care instructions, physician's orders or any other information on a case-by-case basis.

1. Doctor's releases are needed prior to day program attendance after a medical occurrence. The release needs to be received and reviewed by the ABLE nurse before day program transportation can be dispatched. We cannot accept releases at the time of pick up. They need to be signed and dated, on official letterhead, by the attending physician, physician's assistant or nurse practitioner.
2. ABLE will not accept release notes generated by anyone other than a healthcare professional including hand-written notes, emails, Therap notes or unsigned, undated notes from PRS, parents, providers, guardians or other service providers.
3. If the PRS comes to ABLE without the release of a doctor they may be asked to leave until a doctor's release is received.
4. If the PRS self-administers medications, ABLE personnel will not provide assistance. A doctor's written statement indicating the PRS's ability to self-administer is desired.
5. ABLE will not administer any type of medication without a physician's order.*
6. A doctor's release is not required for PRS with common colds or flu-like symptoms; however, PRS with a fever, diarrhea, vomiting, excessive sneezing, coughing or mucus will be asked to leave. They may return to day program when symptom-free.
7. A doctor's release is not required for PRS when wheelchairs or other adaptive equipment is changed or altered; however, if the wheelchair or adaptive equipment is faulty, unsanitary or unsafe for use, PRS may be asked to leave until the equipment is safe for everyday use. Wheelchairs and adaptive equipment will be used as intended by the manufacturer. (ABLE requests that heavy back packs are not placed on wheelchairs and other adaptive equipment.
8. ABLE's nurse may contact parents, providers, the physician or other medical team members to gain clarification for a continuation of care.

**Medications must come to day program in a pharmacist-generated container such as bubble packs or over-the-counter medication containers. ABLE will not accept medications which come in other forms such as a sandwich bag or Tupperware container. (Please contact the ABLE nurse directly if a controlled medication is to be given.)*

If a medical situation occurred while at ABLE, an incident report will be written. Emergency procedures, protocols and trainings will be implemented per policy and procedure. Guardians, providers, parents and other administrative personnel will be contacted within 24 hours. Follow-up will be completed as required by Colorado rules and regulations. Case management may determine that a critical incident occurred and may take additional steps to ensure PRS care.

The ABLE day program desires full disclosure of any and all physical needs, restrictions or adaptations altering a PRS's typical day program service requirements. This may include temporary or permanent conditions as well as medical instructions including pre and post treatment. Potential accommodations will be determined in an interactive process, but cannot be guaranteed. Failure to disclose said information may result in a discontinuation of service. Excessive or extended absenteeism may also result in termination of service.