



COHESIVE HEALTHCARE MANAGEMENT & CONSULTING

Mangum Regional Medical Center

TITLE		POLICY	
Patient Scheduling		501	
MANUAL	EFFECTIVE DATE	REVIEW DATE	
Rehabilitation			
DEPARTMENT	REFERENCE		
Rehabilitation Services			

SCOPE: Rehabilitation staff members responsible for scheduling therapy patients serving at Mangum Regional Medical Center.

PURPOSE: To assist in coordinating patients schedule and avoid scheduling conflicts.

POLICY: A tentative schedule of patient therapy treatment times shall be communicated with nursing staff when it impacts patient plan of treatment/care.

PROCEDURE:

1. Coordinate schedule with consideration to patient needs and wishes as well as needs of the multidisciplinary care team.
2. Provide outpatient therapy schedule at agreed upon time, date, and location.
3. Update schedule daily for new referrals, admissions, discharges, and time changes.
4. Maintain an appropriate level of flexibility to meet patient and multidisciplinary care team needs.

REVISIONS/UPDATES

Date	Brief Description of Revision/Change

