

JUVENILE COURT HEALTH SERVICES OPTOMETRY PROCEDURE

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| Subject: REFERRALS TO THE OPTOMETRY CLINIC | Original Issue Date: 12/31/07 | Procedure # 010 |
| | Supersedes: 12/26/12 | Effective Date: 12/5/16 |
| Departments Consulted: | Approved By: (Signature on File) Optometrist (Signature on File) Medical Director | Approved by: (Signature on File) Health Services Administrator |

PURPOSE

To ensure all youths receive a timely appointment to the JCHS Optometry Clinic.

PROCEDURE:

1. Facility nurses and physicians will complete an order for referral to the Optometry Clinic at Central Juvenile Hall using the PEMRS electronic medical record for all youth who need to see the Optometrist. The facility nurse will contact the Eye Clinic if no appointment has been received within 3-4 days.
2. The Optometry Clinic nurse and staff optometrist will triage all names on the eye clinic queue, and make appointments to the Optometry Clinic. Every attempt will be made to make these appointments in a timely manner.
3. The Optometry Appointment Schedule is reviewed by the Optometry Clinic nurse who ensures patient appointments are scheduled for each day.
4. All youth referred to the Optometry Clinic are previously screened by the referring facility to determine the need for the Optometry appointment.

The Optometry Clinic will maintain a record of patient appointments for the reporting of statistics. These include documentation of the following: number of patients seen, number of referrals to the Ophthalmology Clinic, and the number of eye glasses dispensed. In addition, the number of days between referrals and the date of examination will be monitored, as well as the turnaround time for orders sent to the optical laboratory. The number of days from the date these orders are received by the Optometry Clinic, to the date when they are either given to the minor at Central Juvenile Hall or sent to their facility, will also be recorded.

REFERENCE

JCHS Policy # C-501, "Vision Services"

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| Health Services Administrator's Initials: (Signature on File) | |

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