

**MARTIN LUTHER KING, JR.
OUTPATIENT CENTER
POLICY AND PROCEDURE**

DIVISION: Clinical	NUMBER: 2.312
SUBJECT: OPTHALMOLOGY INTAKE PROCEDURE	
SECTION: Provision of Services	PAGE: 1 OF: 3
REVIEWED BY: OPTHALMOLOGY DEPARTMENT, POLICY AND PROCEDURE COMMITTEE	EFFECTIVE DATE: 8/17/2015
TO BE PERFORMED BY: NURSING, OPTHALMOLOGY TECHNICIANS, ORTHOPTIC TECHNICIANS	REVIEWED DATE: 08/17/2015 REVISED DATE: 7-21-16

PURPOSE

To improve efficiency of intake procedure for ophthalmology department
To standardize practice for preparation of ophthalmology patients for clinical care

PROCEDURE

Ophthalmology services involve a mix of support staffing that can include licensed nursing staff, certified medical assistants, ophthalmology technicians, and orthoptic technicians. Efficient practices rely on each individual to work in concert to provide seamless and fluid services for best patient flow.

RESPONSIBILITIES

- Medical Administration: develop and maintain clinical templates in accepted electronic system; provide standard physician staffing to meet patient scheduling needs
- Nursing Administration: maintain nursing staffing to support clinical services
- Nursing Staff: administer oral or topical medications, scheduling patient care,
- Certified Medical Assistants: administer oral or topical medications
- Ophthalmology Technicians:

PROCEDURE DOCUMENTATION

- Point-of-care Testing Procedure Manual
- Laboratory and Pathology Policy and Procedure Manual

REFERENCE

Federal Register/Vol. 57, No. 40, February 28, 1992: 42 CFR Section 405, et al
California Business and Processions Code: Division 2, Chapter2, Chapter 3, Sections 1200-1327
California Code of Regulations: Title 17, Chapter 2, Subchapter 1, Group 2
College of American Pathologists (CAP); Standards for Laboratory Accreditation

NOTED AND APPROVED:

Cynthia M. Oliver, Interim Chief Executive Officer

Date

Ellen Rothman, M.D., Chief Medical Director

Date

Lessie Barber, R.N, Nursing Director

Date

Signature(s) on File.