

POLICY AND PROCEDURE MANUAL CENTRAL VALLEY HEALTH DISTRICT

SECTION: NURSING SERVICES

POLICY #: 407 CLIENT SERVICES

POLICY: Central Valley Health District provides registered nursing services to clients at various locations throughout the service area.

PROCEDURE:

1. Clients who present for services will be seen by a registered nurse who directs/coordinates the services.
2. Service provision: Services are provided on request to client's age 18 years and older. Clients under 18 are seen if accompanied by parent/adult (over 18 years of age) or with parental consent (i.e. note/telephone call)
3. Types of Services: See suggested fee schedule for detailed list and suggested donations.
 - a. Home Visits
 - b. Office Visits
 - c. Health Maintenance Clinics
 - d. School Nursing
 - e. Public Education
 - f. Lipid Profile Screening
 - g. Head Lice Screening
 - h. Immunizations
 - i. Health Screenings
 - j. Medication Set up
 - k. Foot Cares
4. Payments/Fees/Donations are entered in the Ahlers system by the front desk staff. Nursing staff collect payments/fees/donations at clinics or home visits within the community.
 - a. CVHD billing form (pink) is used to record amount client name along with type of service. Sheet is given to front desk staff for entry.
 - b. Health Maintenance clinics – collections should be verified by 2 people. Use collection report form to report collections to the front desk staff.
5. Nursing staff consult with and receive in-services from the District Health Officer. District Health Officer provides standing orders for services. Standing Orders are reviewed yearly.
6. Cancellation of clinics, due to weather or illness, may be done at the discretion of nurse or Director of Nursing supervisor. Notification of closure may be done via local radio, signs posted at facility and notification to facility where clinic will take place.
7. Closure of CVHD main office due to weather or PH emergencies will be announced via the local radio as directed by the Unit Administrator.



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8. CVHD nursing staff does not diagnose disease, but provide screening services and assessments. Referrals are made to health care providers based on screening and assessment results.