

Intakes:

1. Intakes are being completed on Monday, Tuesday and Wednesday as WALK INS. Limit 2 per day unless an OORP(recent overdose) or pregnant patient comes they will also have an intake completed.
2. Thursday intakes are only for OORP or Pregnant patients
3. Patients seeking intake will notify the security guard and be directed to a parking space and patient will be asked to call the clinic.
4. The initial intake pack is not being completed
 - a) Receptionist will obtain patient name, phone number, ssn and date of birth.
 - b) They inform patient to wait in car.
 - c) Patient will be assigned a number and placed on the intake tracking sheet.
 - d) Receptionist will provide this information to Margo, Rebecca, Jessie and nurse.
 - e) Jessie or Colleen will check patient's Medicaid and inform Robin K (or Anne) if patient has Medicaid. They will give this information to Robin Kellogg who will complete the social part of the intake. They will inform Robin if patient has Medicaid. If patient does not have Medicaid, intake counselors should enter "zero income" in DASIE. All fees are suspended.
 - f) Margo or Rebecca will provide the above information to Robin Kellogg. – (If Robin is taking a extend period of time to complete intake, Anne B should start the second intake)
5. Nurse goes out to car to take patient's temperature and then brings them into the building to collect urine sample. Pt will wear mask.
 - a) Patient will leave a urine sample.
 - b) A urine cup will be left in the patient bathroom to collect sample (by nurse or aide).
 - c) Urine will be collected using universal precautions Pt then returns to car.
6. Social part of the intake is completed.
7. Robin will call the clinic and inform receptionist that his part of the intake is completed.
8. Robin will e-mail ADAD to Jessie, Lawanda and Kathy
9. Receptionist will inform nursing the counselor portion of intake is complete.
10. Receptionist will inform security guard when it is time to bring patient into building.
11. While patient is inside building: They must wear a mask
 - a. Jessie or Colleen will obtain Identification and take patient picture.
 - b. Doctor will obtain vitals, have consent for treatment signed and complete COVID-19 symptom checklist.
12. Receptionist will inform nursing the counselor portion of intake is complete.
13. All bloodwork and TB testing will be deferred.
14. Suboxone intakes will be self-induction. Dr. Neshin will give further directions to the physicians.
15. New intakes will receive every other day take homes.
16. Intakes will be completed via phone or video.
17. HIV Assessments will not be completed on intake. Patti will contact them to complete the assessment.