

ORIENTATION TO THE GENERAL PEDIATRICS OUTPATIENT CLINIC

Welcome to the General Pediatrics Outpatient Clinic. It is hoped that during your time here you will have the opportunity to see both sick and well children of various ages and stages of development.

Dress Code: You should follow School of Medicine dress code. White coats are not required (but the pockets can be helpful). Your MCG ID Badge is required.

First Day of Clinic:

On your first day of clinic you should be oriented by a resident or attending about where charts and paperwork are located.

When a chart is placed in the rack it means the patient is ready to be seen. In general, patients should be seen in the order in which they are checked in.

The following patients are **NOT** seen by a JMS:

- “SA” listed as chief complaint (these are sexual abuse patients seen only by a resident and Dr. Claiborne)
- Purple chart (private patients seen by attending only)

All other patients can be seen by a JMS.

Procedure for seeing patients:

1. After you pick up the chart, look at the age of the patient (your differential diagnosis will sometimes depend on age)
2. Look at the chief complaint (start thinking of a differential and what history and exam you will need to make a diagnosis)
3. Briefly review any prior visits available in the shadow chart.
4. If relevant, review labs, radiology reports, and previous notes in PowerChart
5. For Routine Health Assessments (RHAs) you will also add the following steps:
 - a. Plot the weight, height, head circumference (for < 3 years), and BMI (for >3 years) on an age and gender-appropriate growth chart.
 - b. Record growth percentiles on the visit note.
 - c. Review the immunization record. If it is not in the chart, ask the family if they have a copy of the child's immunization record. If not, you should ask where the child received immunizations in the past, and let a nurse know so they can gather the information while you are seeing the patient.

- d. Order appropriate immunizations (and dose of acetaminophen) and screening tests (Hb, Lead, Hearing, Vision). Have a resident or attending review and sign. Place the order form, immunization record, and teaching form in the order rack **before** you go into the room with the patient (this gives the nurses time to draw up the immunizations and minimizes waiting time)
 - e. Bring an age-appropriate anticipatory guidance sheet to the room to go over with the family.
 - f. Bring an age-appropriate book for patients age 6 month to 5 years (MCG participates in "Reach Out and Read", a literacy promotion program).
6. Go to the patient's room (room number is located in top left corner of visit note) and introduce yourself.
 7. Gather your history and perform the physical exam (be aware of time and patient comfort and privacy). Remember to wash your hands before and after patient contact.
 8. Review the medication sheet and add any new medications.
 9. Go over anticipatory guidance if it is an RHA.
 10. Let the family know that you will return with an attending physician.
 11. Briefly gather your thoughts and prepare to present
 12. You may record your history and exam on the visit note. You should be prepared to tell the attending your assessment and plan, but do NOT document the assessment and plan until you have discussed with your attending and have agreed on what is appropriate to record. If clinic is busy, you should complete your note after you have seen the patient with the attending.
 13. Present the patient to the appropriate attending -- look at the top left corner of the visit note -- if "DOD" (doc of the day) you can present to any available attending. If an MD's name is there, you should present to that attending if possible. If that MD will be busy seeing another patient for a while, and another attending is available, you should ask the patient's family if they mind seeing someone else.
 14. Order any necessary labs and place in the order rack.
 15. See the patient with the attending physician. If there is something specific you would like to learn (ie. how to examine the ears), please tell the attending before you enter the room.
 16. Practice writing prescriptions with the supervision of a resident or attending. An MD must enter all prescriptions into PowerChart Office. You may give the printed prescriptions to the family.
 17. Give the patient a card indicating when they need to return to clinic.
 18. Complete school/work excuses if needed and give to the family (it is okay for the student to sign school/work excuses).
 19. Complete your note, write the name of the attending that saw the patient at the bottom of the chart, and place it in the appropriate box for the attending.

When possible you should try to see several patients with the same attending physician.

Remember to give a feedback card to the attending with whom you worked the most for the session.