Managing Medical Emergencies Policy and Procedure

[Name] Dental Practice is equipped and team members are trained to deal effectively with medical emergencies.

- All clinical and clerical staff receive annual emergency life support training and are familiar with the equipment and drugs which may be required to manage a medical emergency in the dental practice.
- There will be a minimum of two people available to deal with a medical emergency at any time in the dental practice.
- The emergency equipment and emergency drug box are stored in [location].
- The first aid kit is stored in [location].
- A medical history is taken from each new patient at their first appointment. This is checked at each routine dental appointment to ensure the details are up-to-date.

All medical emergencies are clinically managed as detailed in [give details e.g. as described in the SDCEP guidance publication 'Drug Prescribing for Dentistry'. A copy of this publication is available in every surgery] and following the procedure set out below.

[Name and deputy] are responsible for ensuring that the emergency equipment is in good working order and that the first aid kit and emergency drug box are fully stocked and up-to-date.

- Weekly checks of emergency equipment, disposable emergency equipment and emergency drugs are carried out and logged [see Emergency Drugs and Equipment Weekly Log for details], and any discrepancies resolved immediately.
- Emergency drugs are replaced before their expiry date.
- Oxygen cylinders are serviced and replaced in accordance with the manufacturer's current guidelines.

Procedure

In the event of a significant medical emergency:

Responsibilities	Actions	Member of team responsible
Patient care	 Assess the patient Manage the patient according to agreed emergency clinical procedures and training 	[e.g. Supervising dentist or senior dental nurse]
Equipment and Drugs	Fetch emergency equipment and emergency drug box	[e.g. Assisting dental nurse]
Communications	Inform Practice Manager/ Receptionist	[e.g. Assisting dental nurse]
	 Contact the patient's emergency contact, if unaccompanied 	[e.g. Practice Manager/ Receptionist]
if an ambulance	> Call for an ambulance using the 999	[e.g. Practice Manager/

Medical Billing Policies And Procedures Manual Template

Marilyn Fordney

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Operating Policies and Procedures Manual for Medical Practices Bette A. Warn, Elizabeth W. Woodcock, 2001 Manual on Reimbursement for Medical Genetics Services Marc S. Williams, American College of Medical Workbook for Insurance Handbook for the Medical Office - E-Book Marilyn Fordney, 2016-01-12 Gain real Genetics.2002 world practice in insurance billing and coding with Fordney's Workbook for Insurance Handbook for the Medical Office 14th Edition This user friendly workbook features realistic hands on exercises to help you apply concepts and develop critical thinking skills Study tools include performance objectives key terms abbreviation lists study outlines critical thinking assignments and more Performance objectives are carried throughout the chapter to help users identify what needs to be accomplished for that chapter Critical thinking assignments contains questions in the form of short real world vignettes to assist users in applying theory learned from the textbook Self study exercises include fill in the blank mix and match multiple choice and true false questions Key terms and abbreviations lists at beginning of each chapter help to teach and reinforce new concepts and terminology Study outlines covering the key points for each chapter in the textbook guide effective note taking during classroom lecture NEW Updated content reflects changes in the main text Medical Tourism Facilitator's Handbook Maria K. Todd, 2011-11-23 In addition to coordinating health travel logistics and gathering medical records medical tourism facilitators play the role of travel agent appointment setter concierge hotel reservationist tour operator and hand holder to clients seeking health services domestically and abroad Addressing the issues that are likely to emerge as clients travel the Medical Tourism Facilitator's Handbook is a must have resource of hard to find tools checklists terminology and other helpful information for hospital based lay facilitators travel agents and even retired physicians and nurses Supplying the advice of a recognized expert in global healthcare the book provides a detailed and empathic understanding of patient needs and expectations It covers the full range of best and worst case scenarios that can occur when clients travel to obtain health services Using a conversational tone it includes coverage of international travel logistics where to find answers to immigration concerns confidentiality privacy issues and unanticipated care in transit in the event of complications or missed connections. The book delivers a fast moving presentation of useful information and teaches readers how to decode the language what to look for in terms of safety and quality how to decode hospital facilitator agent agreements and how to anticipate clients needs and expectations It also includes access to a regularly updated website with helpful worksheets and reference material so you will be prepared to handle any scenario that might present itself when your clients travel

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1500 forms Medical Billing and Coding For Dummies Karen Smiley, 2015-04-27 Your complete guide to a career in medical billing and coding updated with the latest changes in the ICD 10 and PPS This fully updated second edition of Medical Billing Coding For Dummies provides readers with a complete overview of what to expect and how to succeed in a career in medical billing and coding With healthcare providers moving more rapidly to electronic record systems data accuracy and efficient data processing is more important than ever Medical Billing Coding For Dummies gives you everything you need to know to get started in medical billing and coding This updated resource includes details on the most current industry changes in ICD 10 10th revision of the International Statistical Classification of Diseases and Related Health Problems and PPS Prospective Payment Systems expanded coverage on the differences between EHRs and MHRs the latest certification requirements and standard industry practices and updated tips and advice for dealing with government agencies and insurance companies Prepare for a successful career in medical billing and coding Get the latest updates on changes in the ICD 10 and PPS Understand how the industry is changing and learn how to stay ahead of the curve Learn about flexible employment options in this rapidly growing industry Medical Billing Coding For Dummies 2nd Edition provides aspiring professionals with detailed information and advice on what to expect in a billing and coding career ways to find a training program certification options and ways to stay competitive in the field **Insurance Handbook for the Medical Office -**E-Book Marilyn Fordney, 2014-08-27 A complete guide to insurance billing and coding Insurance Handbook for the Medical Office 13th Edition covers all the plans that are most commonly encountered in clinics and physicians offices Its emphasis on the role of the medical insurance specialist includes areas such as diagnostic coding procedural coding Medicare HIPAA and bill collection strategies Learning to fill in the claim form accurately is made easier by the use of icons for different types of payers lists of key abbreviations and numerous practice exercises This edition provides the latest on hot topics such as ICD 10 healthcare reform the new CMS 1500 form and electronic claims Trusted for more than 30 years this proven reference from Marilyn Fordney prepares you to succeed as a medical insurance professional in any outpatient setting Emphasis on the business of running a medical office highlights the importance of the medical insurance specialist in filing clean claims solving problems and collecting overdue payments Key terms and key abbreviations are defined and emphasized reinforcing your understanding of new concepts and terminology Detailed tables boxes and illustrations call out key points and main ideas Unique Color coded icons clarify information rules and regulations for different payers An Evolve companion website enhances learning with performance checklists self assessment quizzes and the Student Software Challenge featuring cases for different payer types and an interactive CMS 1500 form to fill in A workbook contains learning tips practice exercises for key terms and abbreviations review questions study outlines performance objectives a chapter with practice tests and critical thinking activities for hands on experience with real world cases Available separately Updated coverage of key health insurance topics includes HIPAA compliance the HITECH Act health reform of 2010 electronic health records electronic

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