

## 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        | <ul style="list-style-type: none"> <li>➤ Assess the patient</li> <li>➤ Manage the patient according to agreed emergency clinical procedures and training</li> </ul> | [e.g. Supervising dentist or senior dental nurse] |
| Equipment and Drugs | <ul style="list-style-type: none"> <li>➤ Fetch emergency equipment and emergency drug box</li> </ul>                                                                | [e.g. Assisting dental nurse]                     |
| Communications      | <ul style="list-style-type: none"> <li>➤ Inform Practice Manager/ Receptionist</li> </ul>                                                                           | [e.g. Assisting dental nurse]                     |
|                     | <ul style="list-style-type: none"> <li>➤ Contact the patient's emergency contact, if unaccompanied</li> </ul>                                                       | [e.g. Practice Manager/ Receptionist]             |
| ...if an ambulance  | <ul style="list-style-type: none"> <li>➤ Call for an ambulance using the 999</li> </ul>                                                                             | [e.g. Practice Manager/                           |

# Medical Billing Policies And Procedures Manual Template

**Marilyn Fordney**



## **Medical Billing Policies And Procedures Manual Template:**

**Operating Policies and Procedures Manual for Medical Practices** Bette A. Warn, Elizabeth W. Woodcock, 2001

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*Manual on Reimbursement for Medical Genetics Services* Marc S. Williams, American College of Medical Genetics, 2002

*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

**Fordney's Medical Insurance and Billing - E-Book** Linda M. Smith, 2021-10-27 NEW Insights From The Field includes short interviews with insurance billing specialists who have experience in the field providing a snapshot of their career paths and offering advice to the new student NEW Scenario boxes help you apply concepts to real world situations NEW Quick Review sections summarize chapter content and also include review questions NEW Discussion Points provide the opportunity for students and instructors to participate in interesting and open dialogues related to the chapter's content NEW Expanded Health Care Facility Billing chapters are revised to provide the latest information impacting the insurance billing specialist working in a variety of healthcare facility settings

*Plunkett's Procedures for the Medical Administrative Assistant* Heather D Ramsay, Marie Rutherford, 2019-12-11 NEW Four Colour design with new art programme better illustrates current concepts and improves readability and visual appeal UPDATED Expanded coverage of healthcare plans across Canada NEW Coverage of Electronic Medical Records EMR NEW Evolve site including chapter review questions review questions videos forms and templates audio glossary and more UPDATED Reflects contemporary standards technological tools and terminology used in day to day modern health care practice NEW New and revised learning tools including learning objectives key terms assignment boxes tips critical thinking boxes and Did You Know boxes UPDATED Reflects current privacy legislation PIPEDA and changes to provincial and territorial Freedom of Information acts NEW Chapter order and comprehensive Table of Contents

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**Risk Management Handbook for Health Care Organizations** American Society for Healthcare Risk Management (ASHRM), 2009-04-27 Risk Management Handbook for Health Care Organizations Student Edition This comprehensive textbook provides a complete introduction to risk management in health care Risk Management Handbook Student Edition covers general risk management techniques standards of health care risk management administration federal state and local laws and methods for integrating patient safety and enterprise risk management into a comprehensive risk management program The Student Edition is applicable to all health care settings including acute care hospital to hospice and long term care Written for students and those new to the topic each chapter highlights key points and learning objectives lists key terms and offers questions for discussion An instructor s supplement with cases and other material is also available American Society for Healthcare Risk Management ASHRM is a personal membership group of the American Hospital Association with more than 5 000 members representing health care insurance law and other related professions ASHRM promotes effective and innovative risk management strategies and professional leadership through education recognition advocacy publications networking and interactions with leading health care organizations and government agencies ASHRM initiatives focus on developing and implementing safe and effective patient care practices preserving financial resources and maintaining safe working environments

**Insurance Handbook for the Medical Office** Marilyn Fordney, 2013-01-01 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

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