

OUTPATIENT OUTPUTS

TOP 20 TIPS TOWARD HELPING EVERYONE ADVANCE REASONABLE TREATMENT

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PARTNER WITH YOUR PHYSICIAN

1. Write/type out known allergies to medication: *the names of your medication(s), the dosage, scheduled times of day you take your medication and any special requirements* if applicable and include your complete medical/surgical history with the names of your chronic conditions and surgical procedure(s). Also include names and phone numbers of specialist that you are seeing
2. Make several copies of your medical history list (update when applicable), place them in a folder, large envelope or plastic cover and put them in the console of your car. Give a few copies to members of your personal care team (family/friends) for easy and convenient access if needed.
3. Create a **Reason for the Visit list** for each office visit to include details on why you are seeing the physician; medication refills, laboratory/diagnostic results, injury, follow up or annual wellness visit. Include all questions that you have regarding your care.
4. Make sure you have copies of your previous medical record when visiting a new physician.
5. Ask a member of your personal care team to join you at your next face to face encounter with your physician.

FACE TO FACE ENCOUNTER

6. Make sure your vitals: height, weight, body mass index, temperature, blood pressure, pulse, oxygen saturation and heart rate are taken and documented in your chart at each office visit. *Drastic fluctuations in your vitals will be addressed by your physician. Always ask if your vitals are within normal limits based on your health status.*
7. Spend at least 10 -15 minutes with your physician during your face to face encounter.
8. Invite your physician to have a seat when he enters the room to ensure that he plans to stay longer than 2 minutes.
9. Request the physician take his time when examining, assessing, reviewing laboratory/diagnostic results to ensure that you clearly understand the results, diagnosis, recommendations, treatment and/or alternatives.
10. Ask questions, ask questions, ask questions if you are not clear on any of the information conveyed during your office visit.

MEDICAL RECORD DOCUMENTATION - THE COMPLETE PICTURE OF YOUR HEALTH

11. Confirm that your medical record in the primary care physician's office is complete with a list of your current and past medical conditions and surgeries that are managed by other specialists on your care team.
12. Your primary care physician is the facilitator of your care. Although, there may be conditions/diagnosis that are managed by specialists...these conditions must be included in your evaluation and assessment when they impact your primary care physicians' medical decision making during the face to face encounter.
13. Confirm that each medication listed in your medical record is associated with a condition/diagnosis. Should you transfer to another physician, you want the new physician to know why you were prescribed a medication.
14. Prepare to ask for a second opinion or request for additional testing if you are not getting to the root of an ongoing problem.
15. Ask for printed material on new diagnosis and prescriptions to familiarize yourself with your new health status.

BEYOND THE PHYSICIAN'S OFFICE

16. Share your health status with your personal care team (family/friends) to ensure that you receive the support you need in terms of picking up prescriptions, visiting specialist, getting additional tests/studies and adhering to recommended lifestyle changes.
17. Take medications as prescribed, *dosage, scheduled times of day and any special requirements* if applicable.
18. Keep a digital blood pressure machine, thermometer, scale, fingertip pulse oximetry, a small first aid kit with bandages, tape, gauze, other supplies and equipment that you can use for minor medical treatment.
19. Read over the printed office material on new diagnosis and prescriptions at home, write out questions and add them to your **Reason for the Visit list** and discuss those questions with your physician at your next face to face encounter
20. Do not miss scheduled appointments. Reschedule, request telehealth or a home visit if necessary.