

SFM Controlled Substance Rx Patient Visit

Forms 1-6 for all new CS Pain Rx and < 90 days
Forms 1-8 for all CS Pain Rx > 90 days

Scheduling

1. ASK the patient if they will need a CS Rx, (NEED LIST OF CS Rx).
2. INFORM the patient that CS Rx requires a scheduled visit as of 2018.
3. INFORM the patient that they will need a complete list of current and previous CS Rx, including provider and state.
4. COLOR CODE any CS Rx visits when scheduling the appointment.

Visit Prep

1. RUN the PMP report no more than 1-2 days prior to the visit.
2. PROVIDE the appropriate CS Rx paperwork to the front desk.
3. INCLUDE COMM Risk Assessment for patients on CS Pain Rx for 90 days.

Visit: Front Desk

1. PROVIDE the appropriate CS Rx paperwork to the patient.
2. CONFIRM that the paperwork is complete before marking the patient ready.

Visit: Back Office

1. ATTACH the PMP Report to the CS Rx paperwork completed by patient.
2. PROVIDE the PMP/CS Rx paperwork to the provider with CS Rx Factors form.
3. INCLUDE 90-day CS Assessment for patients on CS Rx for 90 days.
4. At the conclusion of the visit, VERIFY CS Rx paperwork is complete before dismissing patient.
5. SCAN CS Rx paperwork including PMP into patient chart (CS Rx tab named by date).

