

Section: Division of Nursing

* **PROCEDURE** *

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HACKETTSTOWN COMMUNITY HOSPITAL

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HEALTHSTART
(Scope)

TITLE: CASE CONFERENCE REVIEWS

PURPOSE: To inform the Dietician and Social Worker when clients are due for trimester evaluations and case conferencing.

EQUIPMENT: Case Conference Review Form
Inter-office Envelopes

CONTENT: PROCEDURE KEY POINTS

1. Record clients name, date of trimester teaching and need for specialized service (if indicated) on form.
2. Place the names, dates and times of new patients expected to present to the clinic during the following week in the designated area on the form so that the dietician and social worker can allot time to see them.
3. Use one form per week.
4. At the conclusion of clinic week, make two photocopies.
5. Deliver photocopies to:
 - a. Social Service
 - b. Dietary
6. Place original in file cabinet under "Case Conference Reviews" and keep for one (1) year.