Patient Exit

Process

- Volunteers should arrive by 6:00 am or 12:00 pm and be ready to work by 6:30 am or 12:30 pm for shift 1 and 2 respectively.
- A brief training/orientation for the first ½ hour of each shift will be provided by the Lead.
- Patient Exit includes: The patient exit, patient information tables and flu shots, and family reunite areas.
- Once patient has completed Data Entry, Patient Escorts will bring the patient to Patient Exit.
- Encourage each patient to complete a comment card.
- Please provide patients with a “Patient Absence Excuse Letter” when requested.
- Assure each patient gets a patient bag to collect all their materials, including the patient resource sheet from Post-Op, it includes the patient line number.
- Assure patients do not leave the area unless they exit the building.
- If a patient has on a wrist band it means that they have a child in the facility. Assure the reunion of parent and child before having the parent leave the building. You will need to coordinate with Day Care.
- Many patients may have come in a group. If patients are waiting for others please have them stay in the area.
- The patient exit door must be watched at all times by at least two people. No one can reenter the building from the patient exit door.

PLEASE BE FLEXIBLE and THANK YOU for participating today.