Protocols for INITIAL DIABETES VISIT

NURSING will:

Pull forms from plastic sleeve for clinic appointments with diabetic patients (Clinical, Lifestyle, PHQ9, Exercise Recs) Do ***Vitals and enter on clinical form: date, height, weight and blood pressure Ask patient to complete lifestyle survey and PHQ9 survey (patient to give completed forms to provider) Place clinical form and exercise recommendation form on top of chart for provider

PROVIDER will:

Score PHQ-9 and provide appropriate follow-up recommendations

Ask if patient would like to enroll in the Full Circle Program

If appropriate: Order labs for diabetes check-up

If time allows: Complete BOTH sides of Clinical Form; complete Exercise Recommendations; review Lifestyle Survey If inadequate time: Ask patient to schedule a diabetes appt to complete diabetes check-up (Clinical Form, Exercise Recommendations)

If patient is NOT interested, PROVIDER will:

Indicate NO interest and date on Clinical Form Chart and date reasons for lack of interest Put DM forms on top of chart for filing by Medical Records

If patient IS interested, PROVIDER will:

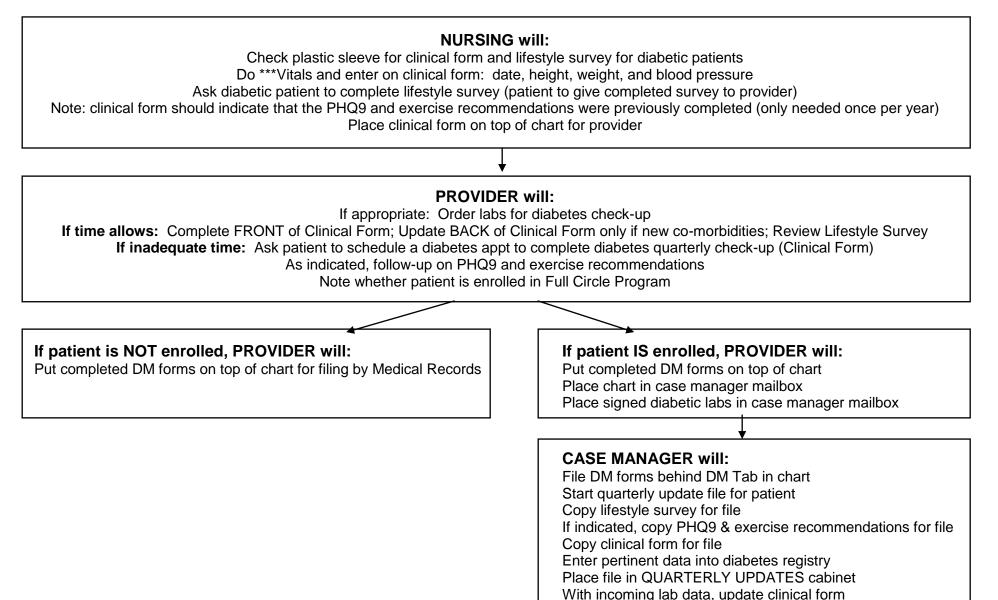
Indicate YES interest and date on clinical form Inform patient that case manager will contact for enrollment Put DM forms on top of chart Place chart in case manager mailbox Place signed diabetic labs in case manager mailbox

CASE MANAGER will:

File DM forms behind DM Tab in chart Start Full Circle Diabetes Program folder for patient Copy lifestyle survey, PHQ9 and exercise recs for folder Copy clinical form for folder Enter pertinent data into diabetes registry Place file in IN-PROGRESS cabinet With incoming lab data, update clinical form Contact interested patient to complete consent and intake

Protocols for FOLLOW-UP DIABETES VISITS

NOTE: Case Manager will re-insert clinical form and lifestyle survey into plastic sleeves the month that a patient is due for their quarterly diabetes check-ups



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