PATHWAYS ABILITIES SOCIETY

PROCEDURE: MEDICAL CARE AND MEDICAL APPOINTMENTS
Applies to: All Personnel and Home Share Provider

Original Effective Date: 1993
Effective Date: June 19, 2025
Replaces Procedure Dated: May 9, 2022

1. The Homes Supervisor or designate:
- Arrange the required policy medical appointments as required one at a time.
- Schedules appointments when there is a staff person available whom the individual chooses/trusts to accompany them.
- Confirm appointment in advance.
- Schedules follow-up appointments.
- Ensures all staff know individuals' diagnoses and treatments.
- May request Pathways' Licensed Practical Nurse attend appointments.
- Scans the completed Medical/Dentist Visit Report form, identifying whose form it is, and the date and type of appointment and uploads it to the appropriate ShareVision site.

2. The person accompanying the person to the appointment:
- Prepares and completes the appropriate section of a Medical/Dentist Visit Report form and takes it to the appointment. If it is a phone appointment, the form is faxed/emailed to the doctor in advance. The doctor will fax/email the completed form back to us.
- At the appointment, the doctor completes the section detailing the diagnosis and treatment.
- Ensures the information the doctor has written is legible and understandable.
- Is prepared to provide any pertinent information requested on the person's health.
- Ensures all staff know the diagnosis and treatment.

3. The completed Medical/Dentist Visit Report form is placed in the relevant section of the person's binder and any follow-up appointments are scheduled.

4. The care plan for the individual is reviewed and updated as per the medical personnel's recommendations, if applicable.

Ordering Medical or Incontinence Supplies
Individuals in a home or home share who require incontinence products or medical supplies may be eligible to receive these items from the Ministry of Housing and Social Development.
1. The home staff, Home Share Provider or Home Share Coordinator:
-Faxes a note to the individual's doctor requesting the following information: Diagnosis of the condition, supplies requested, detailed medical justification for the item(s), quantity required per day/week/month and expected duration of the need

2. The individual's doctor completes a prescription with the information requested above and faxes it to Pathways.

3. The home staff, Home Share Provider or Home Share Managers faxes the prescription or letter to the Ministry (1-855-771-8785).