**FRONT DESK STAFF: Understanding and Using P-5 paperwork**

**P-5 Paperwork:**

There are TWO types of P-5 paperwork:

1. The pediatric registration, health history, and ROI
2. The visit-specific questionnaires (These questionnaires ask about child health, similar to information gathered with adult patients using SBIRT or PHQ-9)

****EXAMPLES OF REGISTRATION, HEALTH HISTORIES, AND ROI

Pediatric HHX 0-2 YEARS

Pediatric HHX 3-10 YEARS

****

Pediatric REGISTRATION

Pediatric ROI

EXAMPLES OF VISIT SPECIFIC QUESTIONNAIRES

P-5 DENTAL QUESTIONNAIRE

P-5 WCC QUESTIONNAIRE

**P-5 Paperwork General Info:**

* All P-5 forms are stored in top right file cabinet behind FD.
* FD lead prints these forms regularly to keep them stocked.
* All forms can be found at Z:\NHC Forms
* If the patient has already filled out the P-5 Health History, Registration, and ROI forms in a medical visit within the past year, these do not need to be filled out at the first dental visit, and vice versa.

**P-5 Paperwork Title and Desciption:**

P-5 REGISTRATION FORM

* This form should be used for all 0-10 year old patients *instead* of the adult Registration form.
* This form should be used by *both* medical and dental.

P-5 HEALTH HISTORY FORM

* There are 2 versions of this form
1. For 0-2 year olds
2. For 3-10 year olds
* This form should be used for all 0-10 year old patients *instead of* the adult health history forms.
* This form should be used by *both* medical and dental patients because it *combines* the medical and dental HHX into *one* form.

P-5 ROI

* This form should be used for all 0-5 year old patients *instead* of the adult ROI
* This form should *always* be signed by the family, even if they are not requesting records by sent or received, because we use this form to communicate between NHC and WIC.

P-5 DENTAL VISIT QUESTIONNAIRE

* This questionnaire should be used for all 0-5 years old patients seen in dental for an establishing visit AND for each wellness check up after that. You do not give this form if the patient is seen for a filling, a sick visit, or an emergency.

P-5 MEDICAL WCC VISIT QUESTIONNAIRES

* These forms should be used for all WCC Visits for children birth to 5 years old.
* These questionnaires are similar to the P-5 Dental Visit Questionnaire described above, but these are for medical patients and are broken apart by age; so there are *fifteen* different questionnaires based on the child’s age.
* P-5 Coordinator prints these forms from the K: drive. If unavailable, Medical FD should print.
* How to know which age questionnaire to give in WCC visits: MA’s scrub for which age WCC visit questionnaire should be given and will add to the appointment “messages.”
* FD staff: Be sure to check appointment message to know which age questionnaire to use for each WCC visit.

**P-5 Paperwork Scanning**

FD staff to collect and scan the following documents:

* P-5 Registration – First visit only
* HIPAA\*
* PHI\*
* Income Verification Form (Only complete with POI)\*
* P-5 ROI (please request the family reads, signs)

MA’s and DA’s will print barcodes and submit for scanning after visit for:

* P-5 Health History Form
* P-5 Dental Visit Questionnaire
* P-5 Medical WCC Visit Questionnaires

**P-5 Paperwork When to Use**

**NEW PATIENTS:**

* P-5 Registration – First visit only
* HIPAA\*
* PHI\*
* Income Verification Form (Only complete with POI)\*
* P-5 Health History\*\*
* P-5 ROI (please request the family reads, signs)
* Visit questionnaires (see box immediately below)\*\*
* P-5 Dental Visit Questionnaire\*\*
* P-5 Medical Visit Questionnaires (there are 15 questionnaires.)\*\*

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| **RETURNING PATIENTS (all *wellness* visits):*** P-5 Dental Visit Questionnaire\*\*
* P-5 Medical Visit Questionnaires (there are 15 questionnaires.)\*\*
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**TO BE UPDATED ANUALLY:**

* HIPAA\*
* SOGI\*
* P-5 HHX\*\*
* P-5 ROI

\*Same as the adult version

\*\*Pt brings this completed questionnaire into the visit to give to MA/DA.

**\*\*Cut out and tape at front desk for quick reference.\*\***

**P-5 PATH CHEAT SHEET**

**P-5 PATH =** (**P**renatal to **5** years old **P**atient **A**ctivation **T**oward **H**ealth)

**Patients:** pregnant moms, babies, kids under 5yr

**Team care: Doctor, Occupational Therapist, coordinator, dentist and dental hygienist**

**Scheduling**

1. **Put pts on OT’s schedule 20 minutes AFTER visit with Dr.**
2. **Put pts on OT’s schedule at SAME time as the dental visit.**
3. **There are 2 P-5 pt DENTAL appt blocks every Tues at 9 &3, for any medical pt in P-5 PATH who needs a dental checkup.**
4. **Our dental hygienist is available in WCC visits every Monday between 1-5pm.**

**Checking In**

**Use P-5 Paperwork for ALL kids 0-5 coming in for a Well Child Visit OR a Dental visit. (Located in filing cabinet behind you) This is NOT the same paperwork as NHC’s standard new patient intake forms. All forms available in Spanish.**

**Forms**

**3 types of forms:**

1. **Health Hx & Registration packet (same in Medical & Dental)**
2. **WCC questionnaire- 0-5 yrs in medical (based on age)**
3. **Dental questionnaire- 0-5 yrs in dental (1 for all ages)**

**?’s about which forms to use- ask OT or coordinator.**