



# THE INTAKE PROCESS

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&

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# PURPOSE BEHIND INTAKE

- ▶ Welcoming Patients to clinic
- ▶ Standardized Process for introduction to database
- ▶ Explaining Consent forms to patients
- ▶ Ability to answer some of the patients queries

# THE INTAKE PROCESS

- ▶ Video- description, time length
- ▶ Forms/consent- phi, email consent, videotaping, database authorization
- ▶ Folstein mini mental exam, intake form (diagnosis date/family history)
- ▶ Copy forms for patient and get info to nurse when finished
- ▶ Time goal for each intake from start to finish

# Video

- Speaks on the interdisciplinary approach of clinic
- Clinical Trials
- Discusses database
  - Tracking Patients over time
  - Looking for relationships between their disease progression and their medications, or surgical therapies
  - Registry of patients for additional research
  - Correlation of medical research and findings



# CONSENT FORMS

## ▶ PHI

- ▶ Authorization to add family/friends
- ▶ Ensure correct boxes are checked
- ▶ Sign and date

## ▶ E-mail consent

- ▶ Additional form of communication
- ▶ Quick response from physician and/or staff
- ▶ Obtain email address
- ▶ Sign and date

# CONSENT FORMS CONT.

- ▶ Permission to video tape
  - ▶ When/why video taping occurs
  - ▶ Facial features not blurred out
  - ▶ Sign and date
- ▶ Database authorization
  - ▶ Consent
  - ▶ Acquire initials for 4 statements
  - ▶ Acquire signature after reading UF Law version out loud... Ties clinical use of videos together with research information

## MINI MENTAL TEST

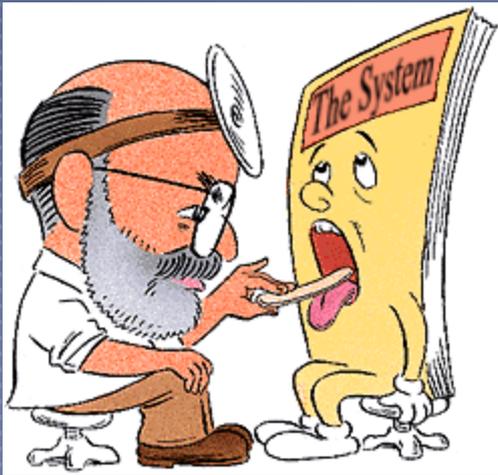
Why it's used (Baseline cognitive measurement)

What we look for

How to add up score



## MDC CLINIC INTAKE FORM



- ▶ Boxes on top of form we mark off
- ▶ Gather background information on Dx
- ▶ Family history
- ▶ Non-motor symptoms
- ▶ Pseudobulbar Affect
  - ▶ Secondary affects of neurological disorders

# Delivery of Fee Sheet to Nurses Stations

- Patient returns back to waiting room
- Nurses station obtains fee sheet with MMSE, and MDC Intake form
- Database Form is photocopied and given back to patient
- Patient is now ready to see nurses and clinicians



# Questions???

