

## IN-OFFICE VISIT PROCESS FOR LOW EXPOSURE RISK PATIENTS

1. Schedule pre-appointment SCREENING call through doxy.me for same day as in-office appointment. Full intake is done via doxy.me, to reduce the amount of time patient spends in the office and building. (See screening form attached for complete list of questions).
2. **PRIOR TO PATIENT ARRIVAL**
  1. Disinfect surfaces and high-touch areas (table tops, door knobs, paper towel dispenser etc.)
  2. Advance paper towel at hand washing station in kitchenette for patient use.
  3. Fresh linens in room on treatment table and over dressing chair.
  4. If cups left to air dry overnight, replace in treatment room.
  5. Prepare items needed for in-vehicle screening:
    1. Thermometer, probe cover
    2. Pulse Oximeter
    3. Cotton mask for patient, if needed, in paper/plastic bag.
    4. Plastic bag for contaminated equipment (thermometer, pulse oximeter once used)
    5. Paper bag for trash (probe cover, used gloves).
  6. Once patient calls from parking lot waiting room, don KN95 mask and have pair of gloves ready to don for patient in-vehicle screening once out of the building.
2. **PARKING LOT WAITING ROOM/SCREENING**
  1. Patient to call/text/DM upon arrival to parking lot.
  2. Practitioner leaves building to check patient in and complete in-vehicle screening: temperature (at or above 100° to contact PCP and follow CDC isolation/testing/treatment guidelines until cleared) and pulse oximetry (below 95% O2 saturation to contact PCP and follow CDC isolation/testing/treatment guidelines until cleared).
  3. If patient does not already have a cloth face mask, as indicated during pre-appointment screening, practitioner to open bagged 4-ply cotton mask, patient retrieves, bag is saved for disposal after treatment.
3. **BUILDING/OFFICE ENTRY**
  1. Practitioner opens main doors to admit patient. Patient uses side elevator (in 4229 building) to ride to second floor. Practitioner uses central elevator (in 4233 building) to ride to second floor. If patient needs to use restroom, use before meeting practitioner at the office door.
  2. Practitioner opens office door for patient, patient immediately washes hands at kitchenette sink. Instructions provided in email and on wall chart next to sink washing station. Once hand washing is complete, patient goes directly to treatment room and prepares for treatment as instructed by practitioner.
4. **TREATMENT**
  1. Practitioner washes hands, enters treatment room for treatment. Hand sanitizer, don gloves. Once needles are in, doff gloves, hand sanitizer, leave room.
  2. Practitioner washes hands, enters treatment room for needle removal. Hand sanitizer, don gloves. Remove and dispose of needles. Other treatments if needed: cupping, gua sha, etc, with gloves ON. Once treatment is complete, doff gloves, hand sanitizer, leave room.
5. **CHECK OUT/PATIENT DEPARTURE**
  1. When patient is ready to leave, hand sanitizer, then leave treatment room.
  2. Patient will either pre-pay for their visit upon scheduling, or an invoice will be sent to be paid online after the appointment. Invoice must be paid before another visit will be scheduled.
  3. \*\*\* IF PATIENT BORROWS CLOTH MASK\*\*\* practitioner will follow out of office and meet at side door to let patient out. Practitioner holds original bag for patient to put mask.
  4. CHANGE SCRUBS/LAB COAT IMMEDIATELY UPON RE-ENTERING OFFICE AFTER WALKING PATIENT OUT TO COLLECT REUSABLE MASK OR IMMEDIATELY UPON PATIENT DEPARTURE IF OWN MASK WAS USED, PRIOR TO CLEANING PROTOCOL BETWEEN PATIENTS
  5. DISINFECT FACE SHIELD/EYE BARRIER WITH 70% ALCOHOL.