

**LSU Health Sciences Center-Shreveport
Radiation Oncology
Proc. 19.14**

Neurosurgery Clinic held in Radiation Oncology

Procedure:

To provide guidelines for staff regarding Neurosurgery Patients being seen in the Radiation Oncology Clinic.

Procedure:

- A. Scheduling-**Neurosurgery Clinic Patients will be scheduled by the Neurosurgery Department
- B. Clinic Date & Time-**Neurosurgery Clinic will be held on Thursdays (excluding the first Thursday in every month) from Noon until 4:00pm.
- C. Registration-** Patients will be sent to Registration on day of appointment prior to being seen.
- D. Charges-Physician charges-** entered in Neurosurgery
Facility charges- entered by Radiation Oncology
- E. Staffing-**Clinic to be staffed by Neurosurgery Personnel
- F. Supplies-**Computers and supplies will be supplied by Neurosurgery Department
- G. Documentation-**Neurosurgery Nurse will complete **Ambulatory Care Division Clinic Record** (LSUHSC-S 1082) and **Medication Assessment History** (LSUHSC-S 7266).
Nurse to document education time in Nurse's Notes on **Ambulatory Care Division Clinic Record** (LSUHSC-S 1082). If education is required, specific documentation will be noted on hospital **Interdisciplinary Patient Education Record** (LSUHSC-S 1102). Completed documents are to be sent to Medical Records.

Updated: March 30, 2011

Written: August 12, 2010