**YADKIN COUNTY HEALTH DEPARTMENT**

**CORRECT ADDRESS INFORMATION #2**

**PDSA**

**PLAN**

**Objective**

To obtain working addresses and phone numbers for clients so Abnormal Pap Coordinator and Practitioners will have a correct way in which to contact a client and/or parent/guardian with abnormal results.

**Predictions/Hypotheses**

HIS/TeleTask/NCIR and ½ slip will contain correct information to contact client and/or parent/guardian.

**Test**

Chart Review

**Data Collection**

Pam Wilmoth, Martha Powell and Lisa Ivester monitored chart to see if all address’ in Teletask, NCIR and HIS were same as ½ slips.

**DO**

One small change relates to the use of the ½ sheets.  For the next week (**March 28 – April 1**), we will implement the following:

* When a client checks in at the front desk, a clerical staff member will provide them with a ½ sheet to complete.  The clerical staff member will later collect the completed  ½ sheet and place it in the chart.  The old ½ sheet should be thrown away.
* The nursing staff will transfer the clinical information from the ½ sheet onto the medical chart and will place the ½ sheet directly on top of the personal data sheet.

Place emergency contact information in HIS under “alternate number”.

Send out e-mail from QA Coordinator (Pam Wilmoth) and Health Director ( Monecia Thomas) regarding the importance of ½ slips and what the new process will be.

**STUDY**

Lisa Ivester and Martha Powell will review charts during week of 3-28 and 4-1 and check correct information in computer systems and location of ½ slips.

**ACT**