

Ch. 15 - COMMUNITY RESOURCES Assignment Instructions

Purpose:

The medical assistant and medical office often needs to provide information for the patient to use. When patients need to do something themselves, give them the tools. This empowers patients in their own care, and by providing them with the resource contact information they need, you will make it more likely that they will contact sources of help and be proactive in their health management. Patients typically need both written and verbal information. Most offices have a list or spreadsheet of facilities and resources that patients typically need or ask for without having to look them up each time.

Specific Task:

Imagine you work in an internal medicine office and you are asked by a patient for various resources they may need.

1. CHOOSE a disease group for the patient to have – **choose ONE**:
Smoker
Diabetic
Depression
Overweight
2. Create a WORD TABLE or EXCEL SPREADSHEET for the resources IN YOUR AREA that will benefit the patient. Make sure your name and assignment name and date are on the top of the document somewhere.
3. Find 5 (five) DIFFERENT resources/specialties/facilities and **list the services that they provide**. These can be resources such as a local pediatrician, urgent care center, a chiropractor, an urgent care facility, a radiology center, an eye doctor, a dentist, where to go for quit smoking help, a dietician, etc. (be creative and resourceful – think about complementary or alternate care resources too, but don't repeat the type of resource. I don't want 5 smoking cessation programs for example)
4. For all of these resources INCLUDE:
The name and contact person if available;
Telephone number;
Hours of operation (if it is open 24 x 7 then SAY SO do not leave blank!);
Location of meetings and times and other specific information if available;
Website address if they have one.
Insurances accepted – if you can find them
5. Do not have online only information – the patient must have the telephone and HOURS that they can visit or make appointments. You may have to call them to find this out.
6. MAKE SURE YOU HAVE DIFFERENT RESOURCES not 5 of the same type
7. Don't forget patients with special needs.

5 points for each completed resource (total 25 pts). Use phone book, newspaper, web sites, etc for your initial research.

TO SUBMIT THIS TASK.....

Type the resources neatly **in word document with a table or excel spreadsheet format**, once completed, attach your document in the drop box in D2L. This tests your ability to produce neat tables of information that can be given to patients.