

Memo

To: Physicians and all Staff
From: Management
Date: July 2, 2020
Re: Newborn Protocol

For newborns that are born to moms that test positive for COVID-19:

Before the appointment, the front office should instruct the parents to email the patient registration and all of the necessary paperwork required for the first visit. This will allow a smooth sign in process and no wait time in the waiting room.

Due to the high risk of COVID-19, the front office will schedule an appointment for the end of the day. The mom will be informed that it is required for her to wear a surgical mask and a face shield while in the building during the appointment. The mom will also be informed to call the front office once she has arrived in the parking lot to let us know she has arrived. When an appointment is made and the mom has arrived, the front office will inform the doctor verbally the patient has arrived. The patient and family should wait in the car until they are asked to come inside. All staff and doctors are required to wear full PPE for the visit. Once the mom has signed in, the patient needs to be brought back to the exam room immediately. There should be no wait time in the waiting room once the patient has signed in. After the appointment, the back office MA needs to wipe down the room thoroughly.