

# Branch Health



# Clinic Kingsville

## Check-In

**\*\*\* The check-In process must be completed in order\*\*\***

Department:	Initial	Date
<b>1. Humana (Tricare):</b> - Complete enrollment form for PCM assignment - Directions for care are provided		
<b>2. Dental:</b> - Record Turn-In - Update Pencil Entries - Verify Last Exam - Enroll DENCAS		
<b>3. Medical Records:</b> - Records Turn-In - Update CHCS I - Update Pencil Entry - Update NAVMED 6150/4 - Verify Privacy Statement Signed		
<b>4. Occupational Health:</b> - Occupational Risk Assessment - Verify Medical Surveillance - PC Matrix Placement - Verify Reference Audiogram - Verify Current Audiogram		
<b>5. Immunizations:</b> - IMR Review - Verify PHA - Verify Labs - Verify Immunizations - PDHRA - MRRS/DEERS Immunization reconciliation *** SEE FRONT DESK FOR PHA APPT. If Needed***		
<b>6. Front Desk (Flight Status Only) :</b> - Verify Last Physical - Admin-Up		

**Clinic Check-in Policy:** New command check-in are conducted during the hours of (0730 -1400) Monday, Tuesday, Wednesday and Friday and from (0730-1130) on Thursday due to military training. Appointments are not scheduled ahead of time for these types of visits. It is very important that you allow 90 minutes to check-in this gives each perspective area enough time to process your information. In order to provide the best care and service to our patients, we ask that you complete the full check-in sheet prior to obtaining you're up-chit and booking an appointment. We do understand that in today's busy world occasionally situations come up that are beyond our control following the new command process will allow for a smooth and faster patient check-in. Please remember to bring your medical and dental record as necessary to complete check-in process.