

Tuberculosis Documentation Form Procedure

PURPOSE

The purpose of the TB documentation form is to report the client/patient results of the TB test to the data department and to have documentation of that in the client/patient file. A TB Report shall be completed every six months and sent to the state. All residential/halfway house and high-risk outpatient clients/patients shall have a TB skin test.

PROCEDURE

This form must be filled out and placed in the above mentioned client/patient files. Even if the client/patient has had a past TB test, an ASAC TB documentation form still needs to be filled out. This form is two-ply. The white copy is turned into the data department and the yellow copy goes in the client/patient file.

In cases where the client/patient reports being previously tested we need to obtain a release and request a copy of the results. If the test was done more than ninety days prior to treatment then a new test MUST be done. Once results from a previous test are received follow the procedures listed below using the information received. A copy of these results needs to be attached to the yellow TB form that goes in the client/patient file.

Residential and Halfway House Clients/Patients:

Residential clients/patients are to be tested for TB within five days of their admission. If the client/patient refuses to be tested complete item #1 below and also fill out reason not tested as client/patient refused.

1. The residential counselor will fill in the client/patient name, circle yes or no for the IV drug user and relationship with IV drug user questions and check which facility the client is in.
2. Leave white and yellow forms attached and send to the Director of Patient Support before the next scheduled TB testing which is the following Monday or Friday by 11:00 a.m.
3. Director of Patient Support or his/her designee will schedule the client to be taken to the Linn County Department of Public Health the following Monday or Friday for their TB test.
4. Director of Patient Support or his/her designee will complete the test date, read date and results.
 - A. If the client/patients results were negative, give white copy to data department and the yellow copy goes to the Component Director.
 - B. If the results were positive send the white AND the yellow copy to the Component Director. The treatment to be received will be determined by the ASAC Medical Director or client/patients doctor. The residential counselor will document treatment received or client/patients refusal to receive treatment, sign their signature, send white copy to data department and place yellow in client file.
5. Residential TB forms are due to the data department with in 6 days of being admitted.

Outpatient Clients:

All outpatient clients that are an IV drug user, in a close relationship with an IV drug user or otherwise high risk are required to have a TB test within fourteen days of their admission into treatment. If the client refuses to have a TB test done then complete item #1 below and fill in reason not tested with client refused.

1. The outpatient counselor will fill in the client/patient name, circle yes or no for the IV drug user or relationship with IV drug user questions and check OP for facility.
2. Fill in the test date and read date. If these dates are not available for client/patients previously tested then leave these blank. Remember, a copy of the previous results needs to be attached to the yellow copy.
3. Fill in results of test. If positive you must state treatment received. If the client/patient refuses to get treatment that needs to be noted.
4. Sign TB form and place copies in the appropriate places.
5. Outpatient TB forms are due within 30 days of being admitted into treatment. If 30 days has gone by and no TB test has been done then fill out the TB form and explain why in Reason Not Tested area.