



Hello Assisted Living Families!

Are you taking your loved one out in the community for a Doctor's appointment in the community? Please follow the "Appointment Checklist" for details to ensure all parties have information needed to prevent delays in treatment.

We appreciate your partnership in caring and providing the best care possible for those that we serve! As another helpful reminder – Debbie Safford, RN Assistant Director of Nursing, is the direct contact for any Assisted Living or Clare Suites Nursing questions or concerns. Debbie can be reached at Dsafford@clementmanor.org or 414-546-7331. Trisha Atkinson RN, Campus Director of Nursing, is also available at Tatkinson@clementmanor.org or 414-546-7312.

Finally, Administrator of Resident Services, Tom Schulz is no longer with Clement Manor. If you have any administrative questions, comments or concerns, please contact our Campus Administrator, Carly Loweus at CLoweus@clementmanor.org or 414-546-7983.

Thank you!

Teresa Gatto

Chief Operating Officer

Tgatto@clementmanor.org

414-546-7374



CLEMENT MANOR ASSISTED LIVING APPOINTMENT CHECKLIST



Upon Making Appointment:

- Notify Clement Manor of appointment date and time by contacting Stacy Kinder (Unit Coordinator) directly at 414-546-7328 or by email at Skinder@clementmanor.org
- Don't forget to include the estimated pick up time from Clement Manor for the day of the appointment.

The Day of the Appointment:

- Prior to leaving for the appointment - Collect appointment paperwork from the Nursing Office located on the 2nd floor of Assisted Living.
- The appointment packet will include the following:
Physician Visit Form with included medication list (if applicable).

During the Appointment:

- Ensure that the Physician has the appointment paperwork/envelope from Clement Manor.
- **Prior to leaving the appointment: Make sure the Physician Visit Form is returned to you - The bottom portion of that form includes important items such as "New Medication/Treatment Orders/Lab requests".**

Upon Return to Clement Manor:

- Return paperwork promptly to Nursing Office for staff to review for any changes to orders, etc.

****IMPORTANT REMINDER****

Nursing cannot initiate any new orders or changes without an order from the Physician - We need your help ensuring that any new medication orders, treatments, etc. are documented on the Physician Visit Form and that it is signed by the Physician and returned to Clement Manor following the appointment to prevent delays in treatment.

Thank you for your collaboration!!