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Approved 10/2022
Effective 10/2022
Next Review 10/2024

**General Operating Policy: Newberg School-Based Health Center
Coordination of Care**

Purpose

Providence Medical Group, including Newberg School-Based Health Center is committed to providing high-quality medical and behavioral healthcare that is well-coordinated and encourages continuity within established regulations, including, but not limited to, the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Health Information Technology for Economic and Clinical Health (HITECH) Act of 2009.

Policy

In an effort to provide the best possible care to SBHC patients, care will be coordinated with other health care providers, including, but not limited to, other primary care providers, specialty care providers, oral health providers, behavioral health providers, alternative medicine practitioners, nurses (including school nurses), and hospitals whenever possible and permissible by law and good judgement. Providence medical and behavioral health providers are primarily responsible for care coordination but may delegate certain responsibilities to other SBHC staff members as appropriate.

Procedure

INITIAL, SPECIALTY CARE, AND OTHER HEALTH CARE PROVIDERS:

1. At initial SBHC visit and annual wellness visits, patients or parents/guardians will be asked to identify all health care providers, including other primary care providers, specialty providers, and alternative health care providers. A release of information (ROI) will be signed as indicated and sent to other office(s). If patient has a different primary care provider (PCP) or specialist, care should be taken to send the encounter information to their PCP if applicable after any visit where changes to a patient's chronic medications or treatment plan occur. This may include lab or imaging results.

2. Records will be requested using the Providence Release of Information form as needed from primary care providers, specialty care providers, oral health providers, behavioral health providers, alternative medicine practitioners, nurses, and hospitals to provide high-quality care that is coordinated to the SBHC patient.
3. For SBHC patients with an alternative primary care provider (PCP), patients will be encouraged to follow up with that provider for routine services and notes from SBHC visits will be sent, via fax or Epic interface.
4. Information Sharing:
 - a. In accordance with HIPAA, patient information may not be shared with any school employee unless appropriate releases of information are signed and/or with specific parent or patient permission.
 - b. When possible, a release of information will be signed to facilitate information sharing between Providence School-Based Health Center staff and Newberg School District staff, including counselors and school nurses when clinically indicated to support the overall health and wellbeing of the student receiving services.

REFERRALS

Referrals will be completed in the Epic EMR system. SBHC support staff will attach all necessary information and fax the referral.

Stakeholders

Providence Oregon Medical Group – Access Strategies

Providence Behavioral Health Services

Newberg Public Schools

Oregon Health Authority, Oregon School Based Health Centers

Yamhill County Public Health