



FRONT OFFICE CHECK IN PROCEDURES

WHEN PARENT AND PATIENT ARRIVE TO FRONT DESK:

- Front office personnel should be wearing mask and face shield when greeting parent and patient
- Tell the parent that we are screening all persons entering the office and will be taking their temperature
- Explain that it is a non-contact infrared thermometer (NCIT) ask them to remove any head coverings so that the forehead is unobstructed. The forehead should be clean, dry and not blocked during measurement.
- The user should point the NCIT at the forehead holding it perpendicular to the forehead at a distance of no more than 3 to 5 CM and instruct them to remain stationary during measurement
- Do not touch the sensing area of the NCIT and keep the sensor clean and dry

If parent or patient has a temperature over 100.0 please ask them to reschedule the appointment.

Screening questions:

Have you or your child possibly been exposed to COVID-19 or suspect a household member has?

Have you or your child have had a recent fever, cough or been around anyone with these symptoms or are you living with anyone who is sick or quarantined?

If yes, ask them to reschedule their appointment.

We will have face masks for sale at the front desk for \$ 1.00 for any parents that are not wearing a face mask.