

POLICY STATEMENT

An eDOCSNL representative will communicate to a designate of the affected clinic whether or not a scheduled clinic visit will proceed during any adverse weather or states of emergency.

INTENT

The intent of this policy is to communicate to eDOCSNL users how postponement of clinic visits due to adverse weather or a state of emergency are made.

POLICY SPECIFICS

Decisions to postpone or reschedule clinic visits when adverse weather or a state of emergency is occurring or forecasted to occur will be made on a region by region basis.

An eDOCSNL Program Representative will communicate with the clinic the day prior to the scheduled day to inform the clinic of how the scheduled day is anticipated to go.

Should the forecast in the clinic's region anticipate adverse weather, the assigned eDOCSNL Representative will take direction from the Newfoundland and Labrador Centre for Health Information (NLCHI). NLCHI will make the decision whether or not it is open in that clinic's region on the day of the visit.

- Determining whether or not the clinic visit will proceed will be based on the safety of the eDOCSNL personnel.

On the day of the scheduled clinic visit, the eDOCSNL Program Representative will communicate by 7:45 a.m. on the day of the scheduled visit to the clinic if they will be on site .

In the event that the clinic visit does not occur on the scheduled day, the eDOCSNL Program Representative will arrange for the visit to be rescheduled.

The eDOCSNL Program will not be responsible for any costs incurred by the clinic as the result of rescheduling due to adverse weather or a state of emergency.

BACKGROUND

Associated Resources:

Newfoundland and Labrador Centre for Health Information Organizational Policy (OHS - 65)

APPROVAL

Approved by:

eDOCSNL Management Committee

Revision History:

Initially Approved: December 3, 2019

Revised: