

Instructions for Patient/Family Education Sheet

The patient/family education sheet is designed to coordinate education across UTHCPC and throughout all disciplines that provide education to patients. This form organizes all education efforts in one place in the medical record.

1. Place the patient's addressograph in the lower right-hand corner of each page of the form.
2. The first column lists the date and time of education.
3. The second column specifies who is responsible for the education.
4. Essential topics of education are pre-written. Other non-specified topics are written in the blank topic areas.
5. On all pages except page 1, which lists essential topics, the third column is for the MTP# associated with the education topic.
6. Use the codes to specify: the method of education used, the evaluation of effectiveness of education, and, where indicated, the follow-up needed. List all applicable codes. When using the "other" code, please specify what occurred in the comments section.
7. Comments allow for relating information regarding the topic and the patient's response to the education. For example, what is the patient's comprehension of the topic and expected compliance.
8. Write the initials of the educator in the area provided and write out in full the name and credentials of the educator in the appropriate space.
9. Additional space is allowed for follow-up education efforts. List the same information as in the initial education. Programmers will list the groups for each patient each day. Programmers provide a note in the "comments" column as needed.
10. Space is also provided for any additional comments regarding the education which will not fit in the comment space provided. This space can be used for short progress notes.