

ADMIN INSTRUCTIONS for Patients Scheduled to get an Ostomy

1. Ensure orders for Surgery and potential ostomy have been done
2. Give patient surgery AVSS/Booklet, Boost Breeze and Hibiclens as you do routinely
3. Give patients Blue Tote containing ostomy material
4. Give patients instructions "***Patient instructions to setup ostomy teaching at time of booking surgery***" (also available in Spanish)
5. Get patients consent (Holister requires written **Holister Secure start form** and the others verbal) to receive free samples and lifestyle educational material from Stoma Companies
 - a. Please note that this material is FREE
 - b. That ostomy companies will not harass patients
 - c. That they will not receive calls or material prior to the surgery
6. Send an email to Rachel at end of clinic with list of patient who got ostomy education packet so she can follow up and inform companies as needed
7. Patients will call you to book either in person or Video appointment with Rachel.
8. For in-person appointment you know what to do
9. For video zoom appointments please review "***AA instructions on Scheduling a Zoom Stoma Marking Visit with Rachel***" This includes
 - a. Going over what will be required for the zoom visit at home with the patients
 - b. Scheduling a video visit in APEX
 - c. Send a Video Visit Mychart message to the patient (for this use dotphrase: **.videovisitmychartinstructions** and add date time and Rachel's Zoom meeting number)