

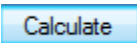
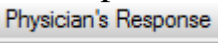


## Undergraduate Medical Hold Process

**No appointments are to be made for a patient until this medical hold process is completed: The MCR has been returned, reviewed, approved for undergraduate clinic students, scanned into axiUm, and the chart unlocked.**

1. Medical hold forms (Medical Information Request or MCR) are available to students *in the Forms tab of the EHR module in the patient's chart in axiUm*.  or  opens the Forms window-select MCR form.
2. The electronic form is completed (all pink lines are required). Hit the  button at the bottom of the form to add the patient's information to the form.
3. **Faculty approves** the form.
4. **Patient signs** the form at the front desk.
5. **Form is printed and given to the patient.** There are 2 pages; the second page is the Physician's Response.
6. **Chart is locked** by the HATs.
7. **The Physician's Response** is faxed to the school or brought back to the school by the patient.
8. **The student** receives an axiUm message from Akili. The student must arrange to meet with the faculty member who requested the medical consult to review and sign the Physician's Response. This can be done during clinic sessions. The MCR will not be released to the student until an appointment has been made with the faculty member to review it. **Do not appoint the patient on the same day that the MCR is reviewed with faculty because additional information may be required or faculty may not be present that day.**
9. Akili Johnson scans the approved and signed Physician's Response page of the MCR into the patient's axiUm chart in the  tab of the MCR form and triggers an internal axiUm email to the student providers that the chart is unlocked. Paper copies of the MCR may now be destroyed or stored.
10. **Students review the MCR with supervising clinical faculty and comply with its recommendations before treatment.**