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SECTION: Preventive Services	
POLICY AND PROCEDURE: Preventive Services: Screening and Equipment	Approved date: _____ Approved by: _____ Effective date: _____ Revised date: _____ Revised date: _____

POLICY:

Preventive health care services and health appraisal examinations are provided on a periodic basis for detection of asymptomatic diseases. Examination equipment, appropriate for primary care services is required to be available at the Primary Care Physician office site.

PROCEDURE:

The following equipment shall be maintained onsite and will be appropriate to the population served.

- A. Examination table: the examination table has a protective barrier to cover the exam table surface that is changed between patient contact. The exam table is in “good repair”. “Good repair” means clean and well maintained in proper working order.

- B. Scales: Precise, reproducible measurements required correct equipment, which is maintained and regularly checked (per manufacturer recommendations or at least annually), for proper functioning and accuracy.
 - **Infant scales** are marked and accurate to increments of one (1) ounce or less, and have a capacity of at least 35 pounds. Infant and children are weighed undressed or wearing minimal indoor clothing. If the child resists to the extent that he/she cannot be weighed accurately, document in the medical record that the child resisted and the weight measurement is imprecise.

 - **Standing floor scales** are marked and have accurate to increments of one-fourth (1/4) pound or less with a capacity of at least 300 pounds.

 - **Balance beam or electronic scales** are appropriate for clinic use.

 - **Electronic or digital scales** have automatic zeroing and lock-in weight features.

 - **Spring balance scales (e.g. bathroom scales) are UNSATISFACTORY** for clinical use.

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C. Measuring stature devices: includes length, height and head circumference

- Rigid 90° right angle headboard block that is perpendicular to the recumbent measurement surface or vertical to the wall mounted standing measurement surface.
- Flat, paper or plastic non-stretchable tape or yardstick marked to one-eighth inch (1/8 or 1 mm) or less. The “0” of the tape is exactly at the base of the headboard for recumbent measurement, or exactly at foot level for standing measurement.
- Non-flexible footboard at 90° right angle perpendicular to the recumbent measurement surface or a flat floor surfaces for standing. Adult scale height measuring devices are unacceptable.
- **Head circumference** measurement uses a non-stretchable tape measuring device marked to (1/8 or 1 mm) or less (up to 24 months of age).

D. Basic exam equipment available for use in exam rooms:

- Thermometers: oral and/or tympanic, and rectal
- Stethoscope and sphygmomanometer with various sized cuffs (e.g., child, adult, obese/thigh)
- Percussion hammer
- Tongue blades
- Patient gowns are appropriate to the population served on site.
- Ophthalmoscope
- Otoscope with adult and pediatric ear speculums

E. Vision testing:

- **Eye charts:** both literate (e.g. Snellen) and illiterate (e.g. “E” chart, “kindergarten” chart, Allen Picture Card Test) eye charts are available.
- **Heel lines** are aligned with the center of the eye chart at a distance of 10 or 20 feet depending on whether the chart is for 10 foot or 20 foot distance. Eye charts are located in an area with adequate lighting and at height appropriate to patient (adjustable).

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- **Eye “occluders”** that are disposable (e.g. Dixie cups or tongue blades with back-to-back stickers) are acceptable. Non-disposable occluders are disinfected between patients.

F. Audiometric testing:

- **Tester will assess the testing room for noise level** prior to the start of testing. To ensure the testing room is quiet enough to perform the hearing screening.