**FAIRVIEW PEDIATRICS, LLC**

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**POLICY AND PROCEDURE: PARENT RESOURCE LIBRARY**

**Policy:** Fairview Pediatrics will maintain a reference library of books available upon request to our patients and their parents. These books will be lent to patients and their families for a borrowing period of three weeks.

**Purpose:**  To standardize the procedure for checking out and checking in books in order to keep track of our books and keep them available for all of our patients and their families use.

**Scope:** This policy applies to the entire practice, but mainly involves reception, the providers, and the administrative medical assistants.

**Procedure:**

**Check Out Procedure:**

* The Providers will refer parents to reception if there is a book in our library that the provider feels would be helpful to the patient's family. The administrative medical assistants, under the providers' direction, may also refer parents to reception to check out a book.
* When the parent requests the book from reception, the **Fairview Library Book Checkout Policy** will be printed from the patient's chart and completed by the parent.
* The check out log, located with the library books, will be filled out completely before the book is lent.
* A copy of the Checkout Policy, with the book, will be given to the parent or patient.

**Check In Procedure:**

* When a patient or parent returns a book, the return date will be entered on the log
* The book will be returned to the library. Books are kept in numerical order to facilitate locating them.

**Overdue Book Procedure:**

* The check out log will be reviewed periodically (weekly) for any overdue books.
* The **Overdue Book Notice** will be printed from the patient's chart and mailed to the patient, with a copy of the **Checkout Policy**, anytime a borrowing period exceeds three weeks. A copy of the Overdue Notice will be given to management to track if the book is returned or not.
* If the book has not been returned within two weeks of the date of the overdue notice, management will instruct billing to add a fee of $15.00 to the patient's account, and this will be noted on the log.

**Policy and Procedure Implementation Date: 01-30-2014**

Implemented By: James Bell MD, Medical Director