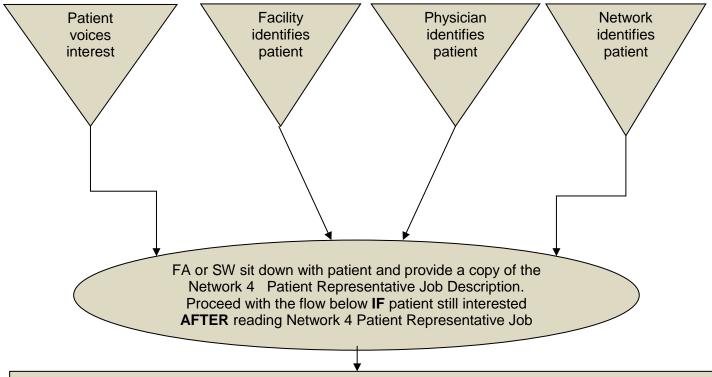
## Network 4 Patient Representative Selection and Education Process



**AFTER** the patient has read the Network 4 Patient Representative Job Description and has continued interest, the FA or SW will provide patient with Patient Representative Handbook, Confidentiality Forms, and Patient Representative Recruitment Forms.

FA or SW will ask patient to review the handbook and associated forms. SW or FA will set up an appointment to meet with the patient <u>AFTER</u> they have reviewed all of the Patient Representative information. The meeting will be with BOTH the FA and SW.

At scheduled meeting, the Patient, FA and SW will discuss the roles and responsibilities of the Network 4 Patient Representative and discuss how the Patient Representative will bring a voice to the work at the clinic sit down with patient to see if they have any questions

**AFTER** discussion with patient and agreement on Role and Responsibility, Patient will sign forms. FA or SW will fax forms to the network at 610-783-0374

Once Patient Representative Forms received by the Network, patient will be contacted, welcoming them to the role of the Network 4 Patient Representative. Network staff will make sure patient does not have any questions and will open the lines of communication as well as share future meeting dates with the patient.

Network 4 will then enter patient into the Network 4 Patient Representative Data Base, send the patient a "DML" patient representative pin as well as a Patient Representative Volunteer Certificate