



NBS-JAX: COVID-19 Office Policies and Procedures

(Effective 4/20/2020; UPDATED 06/26/2020)

Psychotherapy: all sessions will continue to be conducted via Telehealth using Microsoft Teams videoconferencing until further notice

Neuropsychological Testing:

- 1.) Most sessions will include a **90-minute intake via telehealth**. This will be considered a psychiatric interview and NeuroBehavioral Status Examination. A report of the background information, mental status examination, and recommendations will be constructed and shared with patient and referring physician. Dr. Prosje and patient will discuss future plans for scheduling a 3-hour testing block in the office once risk of COVID-19 diminishes and office can reopen to prior capacity.
- 2.) Some sessions require **in-office testing**. These are cases for legal/forensic reasons, fitness for duty, competency/capacity, return-to-work status, educational, accommodations testing, transition planning, significant concern re: dementia, and a few others, as needed. The only in-office procedure is face-to-face testing unless extenuating circumstances. The UV-C lamp is in the office where the patient will be seated. The lamp is operated by a remote control in Dr. Prosje's office with remote turn on and automatic shut-off. The lamp is run when no one is in the office #129. The procedure for in-office testing is as follows:
 - a. Testing sessions are limited to 3-4 hours in **office #129**.
 - b. Dr. Prosje will be in office #128.
 - c. There is a sealed clear plastic barrier attached with tight Velcro tape in doorway between 2 offices providing a shield and separating the 2 office spaces.

- d. Patient is to bring his/her own reading glasses, medications, snacks, water. Nothing will be provided.
 - e. Prior to patient arrival:
 - i. Dr. Prosje turns on all office lights
 - ii. Dr. Prosje ensures all materials, including computer, are prepared and then disinfected
 - iii. UV-C lamp is turned on 30 mins.
 - f. If front door to building is locked, Dr. Prosje or front office staff will meet patient at the front door of the building and will enter code to let patient in. Dr. Prosje or front office staff will be wearing a mask. Patient has choice to wear mask or not. If door not locked, patient needs to enter building TURN TO RIGHT down hall and enter office #129 on right. There will be sign on door for Dr. Prosje patients to enter here.
 - g. Neither Dr. Prosje nor front office staff will touch the patient.
 - h. Dr. Prosje or front office staff will lead patient, show patient location of restroom, and direct patient into office # 129. Patient will open door and make him/herself at home in #129.
 - i. *If caregiver attending with patient, he/she can accompany patient to office and then will wait wherever he/she chooses (in lobby, in car, or run errands).
 - j. When testing completed, patient will turn off light, lock door, and close door.
 - k. Dr. Prosje will use remote to turn on UV-C lamp for 60 mins. on the same day of testing to clear room.
 - l. At end of day/next day Dr. Prosje will enter room, disinfect, and collect testing materials to set up for next patient.
- 3.) After testing completed, feedback session will be scheduled and conducted via telehealth appointment at another date.