

## A SAMPLE DIABETES PREP SHEET

To prepare for diabetes visits, staff should complete the following tasks.

### Medical assistant

Annually (add dates and results to diabetes flowsheet):

- Urine microalbumin (order if it will be due by the next visit)
- Monofilament foot exam
- Dental and eye exams (record when they were last provided)
- Lipids (if patient has high cholesterol, check lipids every time; if not check once a year)
- CBC + TSH

Every visit (every 3-6 months):

- A1C
- CMP

### Front desk

Check eligibility for the following immunizations a day ahead of the visit, and complete an ABN form if necessary.

- Pneumovax 23 and Prevnar 13 (check eligibility so doctor can decide)
- Influenza (annually in season)
- Tetanus booster (every 10 years) ABN FORM
- Shingles (patients over 60 years old) ABN FORM
- Hepatitis B (patients 19-59 years old with risk factors)

If patient declines immunizations, alert physician/place alert in record for future discussion.

### Key:

ABN = advance beneficiary notice

CBC = complete blood count

CMP = comprehensive metabolic panel

TSH = thyroid-stimulating hormone



**FPM Toolbox** To find more practice resources, visit <https://www.aafp.org/fpm/toolbox>.

Developed by Sumana Reddy, MD, FAAFP. Copyright © 2019 American Academy of Family Physicians. Physicians may duplicate or adapt for use in their own practices; all other rights reserved. Related article: <https://www.aafp.org/fpm/2019/0500/p10.html>.