

Patient Instruction

Department of Rehabilitation and Physical Medicine

Dear Sir or Madam,

please pay attention to the following important information regarding the operation of the Department of Rehabilitation and Physical Medicine

- Each patient is examined by a rehabilitation physician prior to treatment. A patient makes an appointment for an examination in person at the **reception desk of the Department or by phone on the following number: +420 257 272 057.**
- Simultaneous care by another rehabilitation physician, physiotherapist, or simultaneous care at another workplace of a similar type covered by the patient's public health insurance (other rehabilitation department, physiotherapy, manual and musculoskeletal medicine – chiropractic) is not possible. A patient who is going for an initial examination to a physician and is in the Department **for the first time** fills in an initial **anamnestic questionnaire** according to the instructions of the reception, which is part of the patient's documentation.
- A patient who goes to the physician for an examination/check-up **notifies the nurse at the ward reception**, where their **presence** is registered for the attending physician.
- The **patient is obliged to** follow the established treatment plan (i.e. individual treatment procedure) **when receiving healthcare services** if they have expressed their consent to receiving healthcare services in the clinic. The rehabilitation treatment plan is binding for the patient. It cannot be changed during the treatment without the knowledge of the attending physician. If a patient voluntarily refuses to cooperate necessary for the further provision of healthcare services, the treatment may be terminated in accordance with applicable laws and the decision of the treating rehabilitation physician.
- If the patient needs to contact a physician, they do so through the reception desk, unless another procedure has been agreed with the physician.

Treatment Plan

- After examining a patient, the physician will determine a treatment plan, which may include medical procedures. Individual procedures are included in the treatment plan in the reception according to the physician's prescription and the capacity of the Department. The patient arranges the treatment plan in person at the reception – in the place marked “časování procedur” (timing of procedures).
- If the capacity of the Department allows it and if it does not conflict with the physician's office, the reception will take the patient's time preferences into account when timing. The agreed treatment plan is then binding on the patient and the patient is obliged to follow it. Changes in the schedule of procedures requested by the patient are charged according to the valid price list. Scheduled procedures may be scheduled no later than the 10th day following the rehabilitation physician's examination and must be completed within 3 months of the physician's indication. The treatment plan does not guarantee that the patient will be treated by the same therapist throughout the treatment.
- **The printed treatment plan with the identification barcode is always carried by the patient.** The patient cannot be treated without the submission of a treatment plan. The patient can obtain a copy of the treatment plan for a fee according to the current price list.
- **Some rehabilitation procedures are not covered by health insurance. These procedures must be paid for before they are carried out.**
- The price list is available at the Department reception and on the website www.homolka.cz.
- Patients moving within the hydrotherapy area must follow the Hydrotherapy Operating Rules, which are available before entering the hydrotherapy room and set out the basic conditions of the patient's stay in the Hydrotherapy Department.
- The patient arrives **for hydrotherapy procedures with a time reserve of 5 – 10 minutes** (depending on the type of procedure or the patient's disability) so that they have enough time to change clothes and personal hygiene.

- Before entering the hydrotherapy hall (except for the upper and lower limbs whirlpool), the patient picks up the key to the cabin/locker at the reception – in the place marked as “pokladna” (cash desk). After the procedure is completed, the key is returned to the cash desk.
- The patient arrives at **the gym** with time to spare. They will need the workout clothes and a locker room key, which they can pick up at the front desk – in the area marked “pokladna” (cash desk). After changing, they must go through the cabin to the inner corridor and wait for the arrival of the physiotherapist. After the procedure is completed, the key is returned to the cash desk.
- The patient waits in the waiting room, i.e. in the main corridor of the ward, **for the start of physiotherapy**. The patient will be invited by the physiotherapist to start physiotherapy.
- **To perform physical therapy** ("electrotherapy"), the patient announces his presence by throwing the treatment schedule into the opening in door C 111 – electrotherapy room.
- **If the patient has not been called for the procedure at the appointed time, the patient contacts the Department reception.**
- **If the patient arrives late for the procedure**, they contact the reception of the Department personally in the place marked as “časování procedur” (timing of procedures), on the phone number **+420 257 272 055** or via email reh@homolka.cz.
- If for operational reasons of the Department it is necessary to change the dates of procedures, the patient is informed personally, by phone or by e-mail.
- If the patient cannot attend the scheduled, booked procedure, it can be replaced for a fee according to the valid price list, if the capacity of the Department allows it.
- **If a patient fails to attend two consecutive procedures from the treatment plan (not including procedures on the same day), their next booked procedure dates will be released for other patients.**
- It is **forbidden to use a mobile phone** during treatment procedures and in the surgeries.
- During treatment, the patient is **obliged to follow the instructions of the staff of the Rehabilitation Department**.

Disease

- In the event that the patient develops a disease other than the one for which the rehabilitation treatment is being carried out, an injury occurs or a surgical procedure is performed, the patient is obliged to inform the nurse personally at the reception desk or by telephone at **+420 257 272 055** or **+420 257 273 401** of this change in their health condition well in advance. The patient's attending rehabilitation physician will be informed of the change in health status and will decide on the next course of action, which will be communicated to the patient. In the above case, until the decision of the patient's attending rehabilitation physician, the patient does not enter the next procedure according to the procedure plan.

Preventing the Spread of Infectious Diseases

- In case of symptoms of a respiratory or infectious disease (cold, cough, increased temperature, etc.), the patient is obliged to inform the nurses at the reception of the Department of Rehabilitation and Physical Medicine by phone at **+420 257 272 055**, **+420 257 272 057** well in advance of the planned procedure. The attending rehabilitation physician will be informed of the patient's condition and will decide on the next course of action, which will be communicated to the patient. In the above case, until the decision of the patient's attending rehabilitation physician, the patient does not enter the next procedure according to the procedure plan.

Please be respectful to the staff and other patients of the Department of Rehabilitation and Physical Medicine.

Check-up

- The need for follow-up is determined by the attending rehabilitation physician.

The patient is also obliged to follow the Internal Rules of the Na Homolce Hospital, which are available at the reception desk of the Department, on the website www.homolka.cz and outside the surgeries.