The Medical Department of the SYSC communicates resident medical information to appropriate staff through the use of a Medical Memoranda (Med Memo).

**Purpose**

The purpose of this policy is to establish the use of medical memoranda.

**Procedure**

I. **Information Communication**

   A. A Med Memo shall be the means by which a resident’s medical information is communicated to those staff (e.g., School, Kitchen, Operations, residential staff) who should be informed of a resident’s medical condition and treatment.

II. **Documentation of Med Memos**

   A. A copy of the Med Memo shall be kept in the resident’s medical record.

III. **Conditions for Med Memos**

   A. Conditions that justify the use of a Med Memo include, but are not limited to:

   1. Injury
   2. Exercise and activity limitations.
   3. Special dietary requirements.
   4. Medication requirements.
   5. Medical conditions.

IV. **Documentation Distribution**

   A. The nurse shall fill out the appropriate form, and the nurse shall distribute it to the appropriate staff.
1. A copy shall be kept in the three-ring Medical Memo Binder for as long as the Memo is in force.

2. Upon completion of the Memo, it shall be placed in the resident’s medical chart.