

Firm Faculty Coaching Topic PGY1 #6

What is the PCG trio folder?

- Each trio has a PCG trio folder; all physical paperwork will be placed in this folder by your LNP or RN
- Given you are not always in clinic, it is important to come up with a **trio plan!**
 - You + trio partners will sign up for times to cover the PCG folder
 - Typically, resident on +2 block covers paperwork for their trio
 - For the person covering the PCG folder, paperwork should be completed at least **once per week**



Common paperwork requests:

- Home Health Orders
- FMLA (Family and Medical Leave Act)/HHS/Disability forms
 - Call or schedule an appointment for FMLA to be completed
- Prior authorization: LPN can help start process with pharmacy
- Most paperwork should be **completed within 72 hours**
- For urgent paperwork, Firm RN should contact the covering MD

After completing paperwork:

- **Give this paperwork directly to your LPN or RN**
- Alternatively, you can place completed forms in “paperwork to be faxed”