

Sample Monthly Narrative Summary

Reporting Month:

Contract Number:

Division Chief: Division Chief Name, Code 250.0, Medical and Environmental Management Division

COR: GSFC/COR Name, Code 250.0 Medical and Environmental Management Division

Medical Director: GSFC/Medical Director Name, Code 250.0 Medical and Environmental Management Division

Purpose: This contract provides the necessary personnel and services to operate on a five-day basis, a comprehensive occupational health program. These services are provided for the GSFC NASA Goddard Space Flight Center.

Work Accomplished:

- The Health Unit provided services for about x number of employees
- The Health Unit had a total of x number of employees scheduled appointments for medical surveillance physical exams. There were x number of cancellations, x number of rescheduled, and x number of no shows for scheduled appointments.
- The Health Unit provided x number of lab services
- We saw x number of men and x number women
- Flu shots given: x number (Cumulative: **number**)

Equipment and Facility Maintenance:

- Daily and monthly equipment checks completed.
- Security doing daily checks-ins
- Month/Day: Scheduled maintenance was performed on Kardex /Lectriever (medical records machine)

Patient Education and Health Promotion:

- Health information given to each employee for example sun protection/screenings and colon screenings.
- HIPAA forms being administered in the Health Unit.
- Month/day: Blood Drive
- Month/day: Glaucoma Screening
- Flu Shot clinic ongoing (Ordered and received x doses on Month/Day/Year)

Quality Assurance:

- QA checks on medical equipment were performed on a daily and monthly basis

- QA was performed on x number of medical charts; x number of negative findings; corrected
- X number of surveys completed by employees: x number of with excellent scores of all “5s” and 3 with “4s”and “5s”

Staff Coverage:

- Health Unit hours: Walk-ins from x hour to x hours
- Closed for lunch will see emergencies from x hour to x hour
- Staff hours of work

Work Planned for Next Reporting Period:

- Updated spreadsheet will be sent to Child Care Development center, Hearing, and Respiratory Services.
- Lunch and Learns

Concerns:

- Health unit equipment is overdue for calibration as of Month/Day/Year
- Walls in rooms where cabinets were replaced need to be repaired and painted
- Floor tiles need to be replaced under sink where cabinets were replaced

Significant Medical Interactions:

- F seen with High blood pressure, significant hyperlipidemia, history of intermittent constipation. Referred to PCP.
- M seen with significant Hyperlipidemia, elevated triglycerides and LDL. Referred to PCP.
- M seen with High blood pressure, elevated blood sugar, and significant hyperlipidemia. Referred to PCP.
- F seen with history of low hemoglobin and hematocrit. Referred to PCP.