

LARAMIE COUNTY COMMUNITY COLLEGE
NURSING PROGRAM



ADVANCED PLACEMENT

for LPNs or those who have had 2 consecutive semesters of nursing school.
Due between February 1 and February 15, 2018.

LCCC does not discriminate on the basis of race, color, national origin, sex, age, religion, political affiliation, or disability in admission or access to, or treatment or employment in, its educational programs or activities. However, applicants must be able to meet the essential functions of a nurse. The nursing program has been developed in accordance with criteria established by the Accreditation Commission for Education in Nursing, Inc. (ACEN) with assistance from the Wyoming State Board of Nursing (WSBN). The program has received approval as a nursing education program by the WSBN, 130 Hobbs Avenue, Suite B, Cheyenne, WY 82002; Telephone: 307.777.7601 and is accredited by the ACEN, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326; Telephone: 404.975.5000.

Completed applications must be submitted between February 1-15 for the August 2018 semester. You will be notified by the first week of April.

Note: Students who have failed more than one nursing course with a “C-,” “D,” “F,” or “U” are ineligible to apply.

1. Submit a college admission application to LCCC if you have not taken courses here before or a readmission application if you have not taken courses in the past year. It is the student’s responsibility to request official high school and all college transcripts to be sent to the admissions office. **NOTE: Unofficial transcripts (student copies of all institutions attended (including LCCC), must be attached and submitted with the Nursing Application.**
2. Achieve an acceptable score on the Advanced Placement Test. Contact the LCCC testing center for details and scheduling at 307.778.1105 or dmccoy@lccc.wy.edu. The test may be taken twice a year. There is a three-week waiting period between tests. The results are valid for one year.
3. You must have completed the following courses with a “C” or higher:
 - a. COLS 1000 – Introduction to College Success for 3 credit hours
 - b. Freshman English Composition I for 3 credit hours.
 - c. College Algebra or higher for 3 credit hours. Statistics, Theory of Mathematics, or Clinical Calculations will not fulfill this requirement. ACT scores will not satisfy the math requirement. A college math course must be satisfactorily completed.

- d. Human Anatomy or A&P I for 4 credit hours – If you take Human Anatomy, you must complete the sequence with Human Physiology. If you take A&P I, you must complete the sequence with A&P II. Taking one course from each sequence will not fulfill the requirement.
- e. Human Physiology or A&P II for 4 credit hours
- f. General Psychology for 3 credit hours
- g. Medical Microbiology for 4 credit hours
- h. Verify the completion of two semesters of nursing school or the equivalent.
- i. Applicant must be able to perform the Essential Functions of a Nurse. See the attached list of physical expectations.

Students admitted or readmitted to the nursing program will comply with current college catalog, current nursing program student handbook, and current curriculum requirements.

A student will be readmitted to the program only once.

After acceptance to the nursing program, proof of the following additional requirements must be submitted to the Nursing Program as stipulated in the acceptance letter:

1. A current Record of Physical Examination including verification of current vaccinations and titers.
2. A copy of a current certification in BLS for health care providers from the American Heart Association valid for the entire year you will be in the program.
3. A verification form related to personal health insurance, since all students admitted to the nursing program are expected to carry personal health insurance.

NOTE: Applicants who have been convicted of a felony, treated for mental illness or substance abuse should refer to the instructions from the Wyoming State Board of Nursing on our website at lccc.wy.edu/programs/nursing, select “LPN to RN,” “Apply to the Program” and Background check information (pdf). Our college will provide education for those who meet our program objectives and have an acceptable criminal background check, but the Wyoming State Board of Nursing must protect the public and can deny licensure regardless of our program’s or the hospital’s criminal background check. **Any student who cannot pass the background check will not be eligible to attend clinical, and therefore, will be dismissed from the program.**

Progression

To progress semester to semester in the nursing program the student must:

1. Maintain a minimum grade of "C" in every required general education and nursing course for each semester.
2. Take nursing courses (NURS courses) in sequence.
3. Take general education courses as outlined in the curriculum, within or prior to the semester they are printed.

Estimated Expenses

See college catalog for general school expenses.

Additional estimated expenses for the nursing department are:

Physical Exam, Immunizations, Titters	(varies with number and types of immunizations necessary)
Background check and drug test	\$ 159
Books	\$ 1,200
Required clinical course fee for the Nursing Program	\$ 500 per semester
Scissors, watch, stethoscope	\$ 75
Licensure Exam Fees	
NCLEX-RN	\$ 200
WSBN Application Fees	\$ 190

Student Services

See college catalog for information.

Student Employment

Due to the demands of the full-time nursing program, student employment should be approached with caution. This personal decision should be based on individual performance in the classroom, clinical areas, and personal health. It is the desire of the nursing faculty that students be successful in this program and that essential learning not be compromised. Students will not be excused from class or clinical assignments for personal work schedules or elective classes. Alternative sources of funding may be found by contacting the Financial Aid Office at the college (307.778.1215).

Clinical experiences in hospitals, clinics and other facilities may be scheduled as early as 6 a.m. or as late

as midnight, including weekends. Clinical sites are held in a variety of communities. The student is required to participate in the clinical experience as it is scheduled.

Childcare arrangements, work schedules and transportation are the responsibility of the student.

Classroom attendance is expected and accountability for knowledge and assignments is the student's responsibility.

Skills labs are required to prove competency and are part of the required clinical experience. Failure to comply with attendance or assignments could result in dismissal from the program.

Other Information

LCCC website: lccc.wy.edu

See lccc.wy.edu/programs/nursing for LCCC's Nursing Program website.

Nursing Program
Laramie County Community College
1400 E. College Drive
Cheyenne, WY 82007
307.778.1267

Laramie County Community College is committed to providing a safe and nondiscriminatory educational and employment environment. The college does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, political affiliation, sexual orientation or other status protected by law. Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. The college does not discriminate on the basis of sex in its educational, extracurricular, athletic or other programs or in the context of employment.

The College has a designated person to monitor compliance and to answer any questions regarding the college's non-discrimination policies. Please contact: Title IX and ADA Coordinator, Suite 205, Clay Pathfinder Building, 1400 E. College Drive, Cheyenne, WY 82007, 307.778.1217, TitleIX_ADA@lccc.wy.edu.

CURRICULUM PLAN OF THE LCCC NURSING PROGRAM

PREREQUISITES	Credit Hours	Clock Hours
COLS 1000 – Intro to College Success	3 hrs	45 hrs
ENGL 1010 – English I: Composition	3 hrs	45 hrs
MATH 1400 – College Algebra (or higher).	3 hrs	45 hrs
ZOO 2015 – Human Anatomy (or A&P I)	4 hrs	75 hrs
	13 hrs	210 hrs

Passing score for the Kaplan Nurse Entrance Exam
 Accumulative GPA of 2.5 for courses taken in the nursing curriculum.

Semester	Course Number	Title	Credit Hours	Clock Hours
1st	NURS 1100	Professional Nursing Care in Health Promotion	5 hrs	75 hrs
	NURS 1115	Professional Nursing Care in Health Promotion Clinical	5 hrs	225 hrs
	ZOO 2025	Human Physiology (or A&P II)	4 hrs	75 hrs
	Total Hours		14 hrs	375 hrs
2nd	NURS 1200	Professional Nursing Care of Pt w/Chronic Illness	5 hrs	75 hrs
	NURS 1215	Professional Nursing Care of Pt w/Chronic Illness Clinical	5 hrs	225 hrs
	PSYC 1000	General Psychology	3 hrs	45 hrs
	MICR 2240	Medical Microbiology	4 hrs	75 hrs
	Total Hours		17 hrs	420 hrs

The above courses must be successfully completed to progress to the second year.

	NRST 1980	PN Exploration	2 hrs	30 hrs
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Optional course to become eligible to take NCLEX-PN Exam

Public Speaking must be completed in order to earn the certificate in nursing.

Semester	Course Number	Title	Credit Hours	Clock Hours
3rd	NURS 2300	Professional Nursing Care of Pt w/Acute Illness	5 hrs	75 hrs
	NURS 2315	Professional Nursing Care of Pt w/Acute Illness Clinical	5 hrs	225 hrs
	CO/M 2010	Public Speaking	3 hrs	45 hrs
	Total Hours		13 hrs	345 hrs
4th	NURS 2400	Professional Nursing Care of Pt w/Complex Illness	5 hrs	75 hrs
	NURS 2415	Professional Nursing Care of Pt w/Complex Illness Clinical	5 hrs	225 hrs
	+POLS 1000	American & WY Government OR		
	+HIST 1211	US History to 1865 OR		
	+HIST 1221	US History from 1865 OR		
	+HIST 1251	Wyoming History OR		
	+ECON 1200	Economics, Law, and Govt	3 hrs	45 hrs
	Total Hours		13 hrs	345 hrs

TOTAL CREDITS for ADN Curriculum	70 hrs	1695 hrs
TOTAL CREDITS if Optional PN Exploration course is Completed	72 hrs	1725 hrs

+ If any of these courses have been accepted for transfer at LCCC from an out-of-state institution, a one-credit hour course of Wyoming Constitution (POLS 1100) is required. Refer to your degree requirements in the college catalog for more specific guidelines.

The above credit hours use a 50-minute hour. One credit of theory class = 15 clock hours; one credit of lab = 30 clock hours and one credit of clinical = 45 clock hours.

Note: All courses must be completed prior to or during the semester it is listed. Students may not progress to the next semester without having satisfactorily completed all courses listed in the current semester.

LARAMIE COUNTY COMMUNITY COLLEGE
NURSING PROGRAM

ADVANCED PLACEMENT APPLICATION

for LPNs or those who have had 2 consecutive semesters of nursing school

Due between February 1 and 15, 2018 for the class beginning August 2016

(Print or Type – All items **MUST** be completed)

First Name: _____ Middle Initial: _____ Last Name: _____

Address: _____ Primary Phone: _____

City, State, ZIP: _____ Secondary Phone: _____

Last four digits of SS#: _____ LCCC Student ID #: _____

Personal Email: _____

Please indicate which option you would like to be considered.

LPN Spin-off Option (for those who have completed two semesters of a nursing program and want to take the LPN NCLEX Boards).

LPN to RN. (For those who want to complete their RN and take the NCLEX-RN Boards)

Step 1: I submitted an LCCC college admission application (when) _____ and requested official transcripts official transcripts from other schools (if applicable) to be sent to the Admissions Office.

Unofficial transcripts from ALL institutions (including LCCC) are attached to this application.

Institutions attended: _____

Step 2: I have taken the Advanced Placement Test and attached the score.

Date test was taken _____ Score _____

Step 3: Where did you complete 2 semesters of nursing classes?

Institution, City and State _____

Have you ever been ineligible to continue in a nursing program? Yes No

If yes, where and why _____

I am currently enrolled in the following courses:

COURSE	COURSE NUMBER	INSTITUTION

In order to enter into the third semester or PN exploration course of the nursing program, all of the courses listed in the first table must be completed with a grade of “C” or better.

The courses listed below are all of the general education requirements for the Associate Degree in Nursing (ADN). Please tell us which courses you are enrolled in as well as the courses you have completed. If a grade for a course cannot be determined on any transcript, no points will be given and the course will need to be successfully completed.

Please complete the table below using the following point system. No points are given for COLS 1000.						
Grade of: A = 12 points B = 8 points C = 5 points Enrolled = 3 points						
COURSE	COURSE #	COURSE NAME	INSTITUTION	SEMESTER	GRADE	POINTS
COLS 1000: Intro to College Success						0
ENGL 1010: Freshman English Composition I						
MATH 1400: College Algebra						
ZOO 2015: Human Anatomy or A&P I						
ZOO 2025: Human Physiology or A&P II						
PSYC: 1000: General Psychology						
MICR 2240: Medical Microbiology						

The following courses can be completed while you are enrolled in the program.

COURSE	COURSE #	COURSE NAME	INSTITUTION	SEMESTER	GRADE	POINTS
CO/M 2010: Public Speaking						
US & Wyoming Government or History Requirements*						

*If a history or government class is accepted as a transfer course from an out-of-state institution, a one-hour course, POLS 1100 – Wyoming Constitution is required.

Passed all general education courses required for the Nursing Program on the first attempt = 20 pts.

Only one or two failing grades in any general education or nursing course = 10 pts.

More than two failing grades in any general education or nursing course(s) = 0 pts.

(Note: A “C-,” “D,” “F,” or “U” is considered a failing grade.)

Any failing grade in a general education course prior to 10 yrs. will be disregarded.)

Wyoming Resident = 4 pts

The following courses are prerequisite courses for the BSN program at UW.

Grade of: **A = 12 points** **B = 8 points** **C = 5 points** **Enrolled = 3 points**

COURSE	COURSE #	COURSE NAME	INSTITUTION	SEMESTER	GRADE	POINTS
BIOL 1010: Biology I (BSN Requirement)						
HOEC 1140: Nutrition (BSN Requirement)						
Human Culture Elective (BSN Requirement)						
CHEM 1000: Introductory Chemistry (BSN Requirement)						
STAT 2050 or 2070: Statistics (BSN Requirement)						

Total Possible Points: 180

Total Applicant Points _____

Detach and submit completed application form, copies of transcripts (including LCCC), Kaplan scores, and Statement of Understanding Concerning Licensure to:

Nursing Program
Laramie County Community College
1400 E. College Drive
Cheyenne, WY 82007



LARAMIE COUNTY
COMMUNITY COLLEGE

STATEMENT OF UNDERSTANDING CONCERNING LICENSURE

The following questions are asked on the State of Wyoming application for licensure as an LPN/RN; therefore, it is for your information and written answers are not required.

1. Have you ever been denied a nursing license, permit or permission to take a nursing examination by any licensing authority?
2. Have you ever had a nursing license or permit encumbered in any way (revoked, suspended, surrendered, censured, restricted, limited, denied, placed on probation)?
3. Are charges pending against you for professional misconduct, unprofessional conduct or negligence in any state or country?
4. Have you ever been convicted of, or are charges pending against you, for a crime (felony/misdemeanor) in any state or in federal court, other than minor traffic violations?
5. Have you ever had a court accept a plea of nolo contendere (no contest) to a felony/misdemeanor, other than minor traffic violations?
6. Do you have any physical impairment or disability that could interfere with your ability to practice nursing?
7. Are you now or have you in the past five years habitually used or been addicted to alcohol, narcotics, barbiturates or habit-forming drugs?
8. Have you ever been admitted (voluntarily or otherwise) to any facility for treatment of mental or emotional illness, drug or alcohol addiction?

If you answer 'yes' to any of the above, refer to www.lccc.wy.edu/programs/nursing, select "Apply to the Program" and Background check information (pdf). LCCC will provide education for those who meet our program requirements and have an acceptable background check/drug screens, but the Wyoming State Board of Nursing must protect the public and can deny licensure regardless of our program's background check/drug screens.

Clinical agencies may require drug screening, abuse clearances and/or criminal background checks prior to allowing students into a clinical setting. Students are advised that the inability to gain clinical educational experiences can result in the inability to meet program objectives and outcomes. The circumstances may prevent progression through the program and ultimately result in dismissal from the program.

I have read and understand the above statement regarding nursing licensure in Wyoming.

Signature _____ Date _____

NURSING ADVANCED PLACEMENT CHECKLIST

Before submitting your application, make sure you have included the following:

- 1. Submitted an application to the college and OFFICIAL Transcripts to the Student Records Office.
- 2. Submitted the Advanced Placement Nursing Application to the Nursing Office
- 3. Attached required test score.
- 4. Completed prerequisite courses.
- 5. Attached a copy of all transcripts including LCCC.
- 6. Signed and included "Statement of Understanding Concerning Licensure."

If any of these items are missing, the application will be considered incomplete and will not be considered for acceptance.

Essential Functions of a Nurse

- Lift 10-25 lbs Frequently
- Lift 26-50 lbs Occasionally
- Carry 10-25 lbs Occasionally
- Push/Pull up to 50 lbs Occasionally
- Squat/Kneel Occasionally
- Wrist Pronation/Supination Constantly
- Wrist Flexion/Extension Constantly
- Sit Occasionally
- Stand/Walk Constantly
- Crawl Infrequently
- Back Flexion Constantly
- Back Extension Occasionally
- Back Rotation Constantly
- Neck Flexion Constantly
- Neck Extension Occasionally
- Neck Rotation Frequently
- Reaching Above Shoulder Frequently
- Use of Fingers and Hands Constantly
- Repeated Bending and Reaching Frequently
- Ability for Rapid Mental & Muscular Coordination Simultaneously Constantly
- Near Vision Required
- Hearing (aid permitted)

LCCC Nursing Program Technical Standards

Please read the following information as you will be required to abide by its content. All nursing students admitted to Laramie County Community College Nursing Program must be able to meet these standards **with or without accommodation(s)**.

- **Observation/Sensory-motor:** Students must be able to observe demonstrations and learn from experiences in the basic sciences, including but not limited to, anatomy, physiology and microbiology laboratory situations. Students must be able to observe and learn from experiences in the clinical nursing laboratory such as the following examples: accurately read gradients/calibrations on a syringe; measure medications accurately; accurately recognize color changes on chemical reaction strips; assess heart, breath, abdominal sounds; assess normal and abnormal color changes in the skin; observe pupil changes; and observe digital or waveform readings.
- **Communication:** Communications include not only speech but also reading, writing and computer usage, including handheld digital access. Students must be able to communicate accurately and effectively with patients, caregivers, physicians, other health professionals, clinical facility staff, faculty and staff, peers, and the community in general in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications.
- **Psychomotor:** Students should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. Students should be physically able to

collect specimens and perform basic tests (such as glucose finger stick, urine dipstick). Students should be able to execute motor movements reasonably required to provide general care and emergency treatment to patients. Example of emergency treatment reasonably required of nurses are cardiopulmonary resuscitation (CPR), administration of intravenous (IV) medication, application of pressure to stop bleeding, and assist in moving and lifting patients using proper body mechanics. Such actions require coordination of both gross and fine muscular movements, equilibrium and using tactile and visual senses.

- **Intellectual-Conceptual, Integrative, and Quantitative:** Students must be able to comprehend and interpret documents written in English. Students should have cognitive abilities including measurements, calculation, reasoning, analysis, and synthesis. Critical thinking is the ability to synthesize knowledge and integrate the relevant aspects of a client's history, physical exam findings and diagnostic studies. Problem solving, the critical skill demanded of nurses, requires all of these intellectual abilities. In addition, the student should be able to comprehend three dimensional relationships and to understand the spatial relationships of structures in order to understand normal and abnormal anatomy and physiology.
- **Behavioral and Social Attributes:** Students must possess the emotional health required to utilize their intellectual abilities fully, exercise good judgment, complete all responsibilities attendant to the nursing diagnosis and care of patients promptly, and the development of mature, sensitive and effective relationships with patients and their families. Students must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal communication skills, interest and motivation are all personal qualities that should be assessed during the education process. As a component of nursing education, a student must demonstrate ethical behavior including adherence to the professional nursing code and the LCCC and LCCC Nursing Program students conduct codes.

These standards were adapted from the University of Kansas School of Nursing Technical Standards for Admission.

The physical form does not need to be submitted with the application.

We will request this to be submitted after acceptance to the nursing program.

Medical Release

Any student undergoing surgery, pregnancy, or an acute or chronic process, or who is on any medication that could affect clinical performance, must submit a written medical release from a health care provider to the clinical instructor to be placed in the student file to attend clinical.

LCCC NURSING PROGRAM PHYSICAL FORM
TO BE SUBMITTED AFTER ACCEPTANCE

TO BE COMPLETED BY APPLICANT

Name of Applicant _____
(Print Name)

Date of Birth _____

Childhood diseases _____

Hospitalizations (why and when) _____

Have you ever had:	Yes	No
a) Heart problems	<input type="checkbox"/>	<input type="checkbox"/>
b) Rheumatic fever	<input type="checkbox"/>	<input type="checkbox"/>
c) Epilepsy or seizures	<input type="checkbox"/>	<input type="checkbox"/>
d) Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>
e) Hepatitis	<input type="checkbox"/>	<input type="checkbox"/>
f) Difficult breathing past moderate exertion	<input type="checkbox"/>	<input type="checkbox"/>
g) Asthma	<input type="checkbox"/>	<input type="checkbox"/>
h) High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>
i) Fainting Spells	<input type="checkbox"/>	<input type="checkbox"/>
j) Allergy to drugs, foods, etc.	<input type="checkbox"/>	<input type="checkbox"/>
k) Diabetes	<input type="checkbox"/>	<input type="checkbox"/>
l) Hearing problems	<input type="checkbox"/>	<input type="checkbox"/>
m) Back problems that prevent lifting more than 40 pounds	<input type="checkbox"/>	<input type="checkbox"/>
n) Arthritis	<input type="checkbox"/>	<input type="checkbox"/>
o) Vision problems (Other than corrected by lenses)	<input type="checkbox"/>	<input type="checkbox"/>

Do you have any limitations that require accommodations to be successful in the program?

Are you currently receiving any medical treatment or taking any medications? Yes No

If so, please describe treatment and list medications _____

Have you ever been treated for any psychological issues? Yes No If yes, when _____

How would you describe your general state of health? _____

I have revealed my medical history truthfully and wholly. I authorize my medical provider to give information to the LCCC Nursing Department regarding my ability to participate in clinical rotations.

Applicant's Signature _____ Date _____

Once both pages are completed, please submit this form to: Nursing Program
Laramie County Community College
1400 E. College Drive
Cheyenne, WY 82007

Please check Yes if the applicant's past or present medical history indicated any of the below. Explain if "Yes."

- | | | |
|--------------------------|--------------------------|--|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | Chronic Illness _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Physical disability _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Acute Illness _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Recurring Physical or Mental health concerns _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Visual Impairment _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Hearing Loss _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Neck, Shoulder, Back Problems _____ |

Significant medical history of applicant _____

REQUIRED IMMUNIZATIONS

- 2-Step PPD (Mantoux) (within one year) Date _____ Reaction _____ Date _____ Reaction _____
Chest x-ray if PPD is positive: Date _____ Results _____
- Diphtheria-Tetanus Toxoid (TdaP) (within 10 years) Date _____
- Flu Vaccine (October-March) Date _____
- MMR – All students admitted to the nursing program are required to verify two doses of the MMR vaccine or have a positive titer drawn to show immunity. Having had the disease does not constitute immunity.

Rubella Titre – Date _____	Immune	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Rubeola Titre – Date _____	Immune	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Mumps Titre – Date _____	Immune	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
MMR Titre – Date _____	Immune	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

OR 2 doses MMR vaccine – Date _____ Date _____
- Varicella Titre – Date _____ Immune Yes No
OR 2 doses Varicella vaccine – Date _____ Date _____
Note: Having had the disease does not constitute immunity.
- Hepatitis B: Submit proof from health care provider that student is in the process of receiving vaccine.
Dates: (1) _____ (2) _____ (3) _____ Completed _____
Hepatitis B Titer – Date _____ Immune Yes No Date _____
- Color Vision: Distinguishes all colors Yes No If not, what colors are involved? _____
(Color Vision Testing can be done in LCCC's nursing office.)
- Applicant can perform essential functions of a nurse. Yes No

RECOMMENDATION: From the preceding exam, do you believe _____
is capable to undertake all the demands placed on a health care provider? (Name)

Remarks _____

Health Care Provider's Signature

PRINT Health Care Provider's Name _____

Address _____

Phone _____ Date _____