

HPDP

St Louis VA Primary Care
Health Promotion and Disease Prevention



HPDP Group Policy

Starting April 1, 2012

To increase benefit for all veterans taking our classes:

- If you are more than 10 minutes late to the group, we will ask you to reschedule for another date. You will not be admitted into the group. You will be 'no-showed' for the appointment.
- Please turn off your phone or silence the ringer. Please wait to answer calls until after class.
- To minimize disruption for other veterans you are expected to stay until the end of class. If you have a conflict that requires you to leave early, please tell the instructor. Per Medical Center policy, you are not eligible for travel reimbursement if you do not complete the appointment.
- For MOVE! 8 week, Smoking Cessation 8 week, Healthy Living with Chronic Disease, and Cooking Matters, you may miss up to 2 classes and stay in that group. If you will miss more than 2 classes, we will ask you to reschedule for the next available group.
- To maintain your privacy, we will no longer fax a sign-in list to Travel Beneficiary office. If you are eligible for travel reimbursement, you can collect your reimbursement for this visit at your next scheduled appointment.
- We will make every effort to 'check you out' in the system within an hour after class. At the latest, you will be 'checked out' by the end of the business day. Your participation in the group may not be documented in the electronic medical record for 24 hours.

