

## Things to consider:

### Obtaining patients:

#### *Determining eligibility:*

- How will you determine if the patient is eligible for charity care?
- Who will screen the patients for surgery and determine the need for surgery?

#### *Determining the number of cases to perform:*

- How many cases will you perform?
- How will you ensure that patients will show up for surgery?

#### *Legal issues:*

- Liability coverage:
- Who will provide liability coverage?
- Are all physicians and staff adequately licensed?
- How will you maintain the medical records?

#### *Billing issues:*

- Charity care:
- How will you ensure that patients do not get charged?
- Who will deal with any billing issues, if they arise?

#### *What records should I keep?*

- Preoperative Records:
- How and where were patients screened?
- Who performed the screening?
- How many patients were screened (if possible)?

#### *Surgical Records to keep:*

- Number of surgeons
- Number of volunteers
- Number of cases performed
- Types of cases performed
- CPT codes of cases
- Number of operating rooms used
- Amount of work hours
- Implants used

*Can't host a Hand Day, but still want to support?*

*Consider giving to The Touching Hands Project to make future Hand Days possible:*

***[www.assh.org/touching-hands](http://www.assh.org/touching-hands)***



To host a Hand Day:  
**[www.assh.org/touching-hands/Act-Now/Host-a-Domestic-Mission](http://www.assh.org/touching-hands/Act-Now/Host-a-Domestic-Mission)**

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Establishing a  
Domestic Outreach  
Program: Hosting  
Hand Days



THE TOUCHING  
HANDS PROJECT

## Why consider hosting a Hand Day?

Many of us have considered participating in an international outreach program. Time, or specifically the lack of time, may be a limiting factor that may keep us from taking part in such a beneficial cause. As physicians and health care providers, we are drawn to charitable causes because that is who we are and what we do. We are either gratefully paying back the blessings that we received or trying to pay it forward. With our busy schedules and the time it takes away from our practices and family, it may difficult to participate in an international program. The Hand Day domestic outreach program provides you with an alternative solution.

## Who benefits?

**Your patients:** With as many as 28.2 million uninsured persons under the age of 65 in the United States[1], there is an obvious need for additional health care access.

**Your staff and co-workers:** There is an incredible amount of team building and cohesiveness that happens for everyone who participates in an outreach day.

**Your practice or institution:** Whether you are in private practice or at an academic institution, there is a level of goodwill produced that benefits your practice and your institution.

**Your community:** You are serving the less fortunate in your community.

**You:** *"The purpose of life is not to be happy. It is to be useful, to be honorable, to be compassionate, to have it make some difference that you have lived and lived well."* — Ralph Waldo Emerson

[1]<https://www.cdc.gov/nchs/fastats/health-insurance.htm>

## How do I plan a Hand Day?

A fair amount of planning is needed. We recommend beginning the organizing process about a year, or at least 6 months, prior to your event. There will be regional differences for every outreach event.

### Infrastructure:

- Institutional approval
- Has your Hand Day been approved by the appropriate groups at your institution?
- Has it been approved by all involved services: anesthesia, nursing, ancillary staff?
- Do you need to have your legal services review?

### Who are your surgeons?

- The number of participating surgeons may determine the number surgical cases that you may be able to perform. Alternatively, the number of surgical cases may determine the number of surgeons you need.
- Do they have a medical license in your state?
- Do they have surgical privileges in your institution or surgical center?

### How many operating rooms do you have?

- The number of rooms available may determine the number of surgical cases you perform
- When do you have access to the operating rooms?
- To optimize team building, use a weekend day or if done on a weekday, isolate the cases so that they are not interspersed with other non-outreach day cases.

### Do you have anesthesia coverage?

- Unless you plan on performing all cases under local anesthesia, you will need anesthesia coverage.
- Does the anesthesiologist require patient pre-operative screening?
- How will you do this screening?
- Have you planned on the use of regional anesthesia?
- Do you have a disaster plan, in case a patient needs to be hospitalized?
- Are you using nurse anesthetists?

### Do you have staff coverage?

- Do you have a surgical scheduler to schedule cases and contact patients pre-operatively?
- Do you have parking available?
- Do you have a charge nurse?
- Do you have adequate circulating nurses?
- Do you have adequate surgical technicians?
- Do you have adequate housekeeping?
- Do you have adequate post-op recovery room nurses?

### Operative considerations:

- Will you have adequate supplies (instrumentation, implants, etc.)?
- Will you be able to sterilize instruments?
- Who will cover the costs of supplies and durable goods?
- Who will cover the costs of implants (if used)?

### Follow-up coverage:

- Who will provide follow-up care?
- Will you need occupational or physical therapy?
- Who will cover these costs?
- Who will the patients contact post-operatively if they need to contact someone?

### Other considerations:

- Who will cover the costs of anesthesiologists, nursing, and ancillary staff (if they do not volunteer)?
- If post-operative prescriptions are needed, who will be responsible for these costs (you, patient)?
- Will you have any other associated events on Hand Day (e.g. breakfast, lunch or dinner for volunteers)?
- Do all patients speak English? Will you need interpreter(s)?
- Do you want coverage of your event by your institution, local news, and/or social media?
- Will you need a photographer and/or videographer?
- Do you want to provide patients with supplies or gifts?

### Are there funds available?

Currently, THP provides up to \$5,000 for approved grant applicants. With enough notification, Touching Hands Project T-shirts, surgical caps, and bonnets are available.