



**Muslim Center
of Greater Princeton**
Free Clinic
Quality Healthcare for All



The
Muslim
Center
of Greater Princeton



VOLUNTEER HEALTH PROVIDERS HANDBOOK

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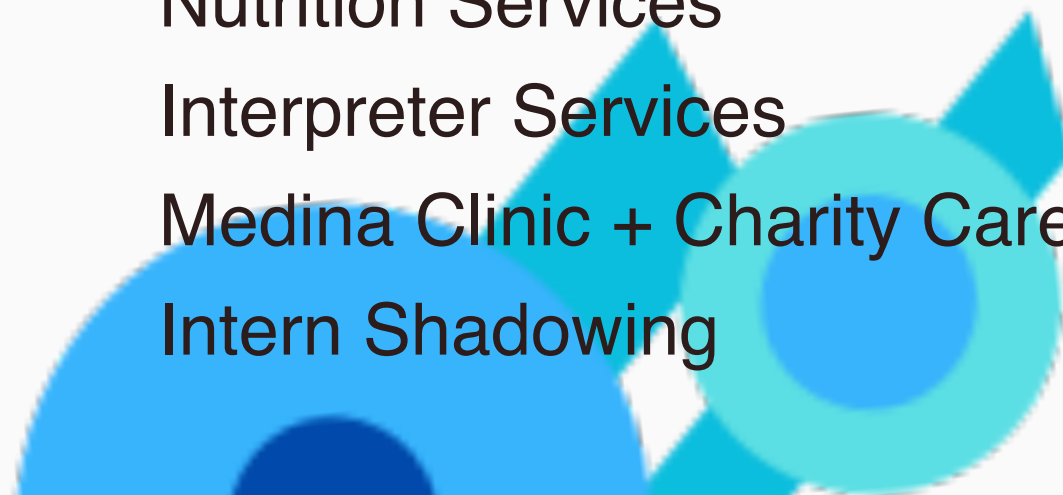
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MUSLIM CENTER OF GREATER PRINCETON FREE CLINIC



WELCOME

We are privileged to welcome you to our team, and thank you for your time and service to our community! This handbook was developed to share key clinic policies and operations.

Dr. Usman Mustafa, Chairman
Dr. Sadia Qazi, Medical Director
Dr. Hina Ghory, Credentials Officer

ABOUT US

The MCGP Free Clinic is run by volunteer healthcare providers from the community. Our services are to provide medical access and comprehensive, high-quality primary health care services to patients who are low-income, uninsured, underinsured, or facing other obstacles in receiving health care.

FTCA

The MCGPFC is certified by the Federal Tort Claims Act Program (FTCA). FTCA provides Volunteer Health Providers (VHP) with liability medical coverage. VHPs will not be financially liable for any claims arising from activities covered in clinic.

57
Clinic

ton Rd, West Windsor Township, NJ 08550

OUR TEAM

DR. M. USMAN MUSTAFA

CHAIRMAN
CARDIOLOGIST

DR. HINA GHORY

CREDENTIAL OFFICER
EMERGENCY PHYSICIAN

DR. QAISAR USMANI

RHEUMATOLOGIST

MAIMOONA MANZAR, RDN

REGISTERED DIETICIAN/NUTRITIONIST

DR. SHAMEEN KHAN

INFECTIOUS DISEASE, ALLERGY &
IMMUNOLOGY SPECIALIST

DR. SHOAB MALIK

HOSPITALIST

DR. MARIAM MANIYA

INTERNIST

DR. HASSAN SHAHID

PULMONOLOGIST

DR. KHADIJA MERCHANT

INTERNIST

DR. AYESHA KIRAN

INTERNIST

CAPTAIN HAKIM

ADMINISTRATIVE ASSISTANT

SANA ALI

HEAD CLINIC VOLUNTEER

DR. SADIA QAZI

MEDICAL DIRECTOR
INTERNIST

SAJID SYED

BOARD CHAIRMAN

DR. FARHAN MALIK

HOSPITALIST

DR. FARHAT NAGEEN

PEDIATRICIAN

RAHEELA HUSSAIN MSW, LSW

CLINICAL THERAPIST/SOCIAL WORKER

DR. NURAIN M. FUSEINI

OBSTETRICIAN /GYNECOLOGIST

DR. SAJIDA MOKHASHI

GERIATRICIAN

DR. GHAZALAH MALIK

PEDIATRICIAN

DR. AYESHA KIRAN

INTERNIST

KRYSTINA FRIEDLANDER, CPM

MIDWIFE

ESHA ALI

KAIF AHMAD

NABILAH NISAR

AFNAN ARIF

SYED MUHAMMAD ARIF

CLINIC INTERNS/VOLUNTEERS

DR. ABDUL KAZI

PSYCHIATRIST

TAHIR ZAFAR

BOARD MEMBER

RESHMI SIDDIQUE

PHD

SANA MALIK

SOCIAL WORKER

DR. MARIAM GHANI

INTERNIST

DR. ARIF HUSSAIN

INTERNIST

LEILA HALWANI

SOCIAL WORKER

DR. SAADIA MOHSIN

INTERNIST



ONBOARDING



1 CREDENTIALS

For consideration as a Volunteer Health Provider with MCGPFC, applicants must complete a credential application, which may be provided by the Administrative Assistant or via email.

2 COMMUNICATION

Approved physicians will be added to the MCGP Clinic Whatsapp group chat, which serves as the primary platform for communication regarding scheduling, events, updates, and other operations.

3 CLINIC ORIENTATION

- Approved physicians will be scheduled for an orientation of the MCGPFC with the Administrative Assistant, which includes a tour of the clinic space.
- Clinic Operations/Protocols
 - Receive clinic office and exam room codes
 - Establish talkEHR account
 - Share the physicians manual and review clinic procedures
- Physicians must provide their NPI number to facilitate the laboratory service process.
- Physicians must bring their own prescription pads for appointments. MCGPFC highly recommends keeping prescription pads on file if desired.



PROVIDER SCHEDULING

VHPs are scheduled on a rotating basis.

- Primary Care: Friday evenings 7 pm-9 pm
1st Sunday of the month 11am-2pm
- Specialty care:
 - Rheumatology : Wednesday & Friday 1pm-1:30pm
 - Cardiology: Third Wednesday of the month 7:30pm-9pm

Social Services/Counseling : Monday & Friday 11am - 3pm

*By appointment only. Thursday 11am - 6pm

The monthly calendar is posted to the MCGPFC WhatsApp group chat. The VHP scheduled for clinic coverage will receive a reminder from clinic staff at least a day in advance and will be sent the appointments scheduled.

*Please note: Understandably, personal situations may arise when VHPs on schedule may not be available to cover the office on their scheduled day; however, it is the responsibility of the VHP to find a substitute. It is recommended to post your request in the WhatsApp groupchat.

CLINIC POLICIES



ATTENDANCE

In the event that a provider is unable to keep a scheduled clinic date, they must notify the Administrative Assistant at least 2 days in advance with the name and contact information of their substitute/reliever.

Providers are encouraged to arrive 15 minutes before the first scheduled appointment. Kindly notify the administrative assistant beforehand if you will be arriving late.

DOCUMENTATION

All interactions must be properly documented at the MCGP Clinic. Providers must use the talkEHR system for documentation.

CLINIC OFFICE

Clinic office and exam room codes should not be shared with non-staff members. Any equipment used during appointments should be sanitized and placed back where they were found. Clinic staff will repair/replace any malfunctioning equipment.

PATIENT PRIVACY

Providers seeing patients are strongly encouraged to hold encounters in the clinic office and keep the clinic door closed during appointments.

COMMUNICATION

Any questions or concerns regarding clinic policies and procedures can be directed to Dr. Mustafa, Dr. Qazi, or Administrative Assistant Hakim.

MEDICATIONS/PHARMACY



- VHPs may give any medicine that is stored in the supply cabinet in our clinic office.
- For medications not offered at the clinic office, VHPs may write a prescription. Reduced cost medications may be received from the Medical Home Pharmacy & Drug Store:



Rahbar Free Medicine Initiative - Trenton
Let's shine together

Serving humanity by helping one patient at a time !!

www.rahbartrust.org

Rahbar Trust is pleased to announce the launch our much-awaited initiative to help poor and needy patients in Trenton area of New Jersey. We plan to provide medicines for chronic diseases like Heart failure, Diabetes Mellitus, Coronary artery disease, Hypertension and common infections. Medical Home pharmacy has agreed to dispense these medicines to our patients. Following is the list of the medicines covered

If you can not afford this medication ask your doctor.
How can I get it for free!



Medical Home Pharmacy
Locations

828 N. Olden Ave.
Trenton, NJ 08638
Ph:609 989 1400
Fax:609 482 4996

521 S. Broad St.
Trenton, NJ 08611
Ph:609 858 7560
Fax:609 228 6322

2108 S. Broad St. S#1
Hamilton, NJ 08610
Phone:609 888 1616
Fax:609 888 1330

1440 Pennington Rd.
S#4 Ewing, NJ 08618
Phone: 609 403 8994
Fax: 609 482 4918



Rahbar Free Medicine Initiative - Trenton
Let's shine together

Serving humanity by helping one patient at a time !!

www.rahbartrust.org

RAHBAR TRUST is pleased to announce the launch of much-awaited initiative to help the needy patients in Trenton, New Jersey. We plan to provide Medicines for chronic diseases like Heart Failure, Diabetes Mellitus, Coronary Artery Disease, Hypertension and Common Infections. Medical Home Pharmacy has agreed to dispense these medicines to our patients.

Following is the list of the medicines covered.

1. Congestive Heart Failure

Furosemide 40 mg
Lisinopril 5, 10 and 20 mg
Digoxin 125 Mcg
Carvedilol 6.25 mg
Spironolactone 25 mg
Metoprolol 25, 50 mg

2. Hypertension

Amlodipine 5, 10 mg
Diltiazem 30, 60 mg
Clonidine 0.1, 0.2 and 0.3 mg
Hydralazine 50 mg

3. Coronary artery disease

Aspirin 81 mg
Clopidogrel 75 mg
Nitroglycerine 0.4 mg
Isosorbide Dinitrate 20 mg
Simvastatin 20 mg
Isosorbide mono 30 mg

4. Common Infections

Amoxicillin 500 mg
Levofloxacin 500 mg Z pack

5. Diabetes Mellitus

Metformin 500 mg
Glimepiride 2, 4 mg
Glipizide 5, 10 mg

LABORATORY SERVICES





MCGPFC has an agreement with MedLife Diagnostics for free labwork to our clients. Labwork is limited to services indicated on our flyer.

Lab Service Protocol:

- Patients who request lab work must be scheduled for an appointment with MCGPFC.
- VHPs can check the specific lab services requested on the lab script, and include their NPI number and signature. VHPs must also provide the client with a completed State of New Jersey prescription blank.
- Patients will take scripts to the offsite MedLife Diagnostics location and obtain the tests needed. Test results are available through the MedLife Diagnostics client portal.
- Patients can schedule a follow-up visit to review the results with a VHP.

Suggested donations for affording patients is \$50/visit

 <p>Muslim Center of Greater Princeton Free Clinic Quality Healthcare for All</p>		 <p>Muslim Center of Greater Princeton Free Clinic Quality Healthcare for All</p>	
LAB REFERRAL		LAB REFERRAL	
Patient _____	D.O.B. _____	Patient _____	D.O.B. _____
Address _____	Date _____	Address _____	Date _____
SERVICES		SERVICES	
<input type="checkbox"/>	CBC	<input type="checkbox"/>	CBC
<input type="checkbox"/>	Chem 7	<input type="checkbox"/>	Chem 7
<input type="checkbox"/>	LFT	<input type="checkbox"/>	LFT
<input type="checkbox"/>	Lipid Profile	<input type="checkbox"/>	Lipid Profile
<input type="checkbox"/>	HbA1c	<input type="checkbox"/>	HbA1c
<input type="checkbox"/>	TSH	<input type="checkbox"/>	TSH
<input type="checkbox"/>	Free T3	<input type="checkbox"/>	Free T3
<input type="checkbox"/>	Urine Analysis	<input type="checkbox"/>	Urine Analysis
SIGNATURE OF PRESCRIBER _____		SIGNATURE OF PRESCRIBER _____	
NPI _____		NPI _____	
MedLife Diagnostic Laboratories, Inc. 1717 Brunswick Pike, Lawrence Township, NJ 08648 (609)-337-7073		MedLife Diagnostic Laboratories, Inc. 1717 Brunswick Pike, Lawrence Township, NJ 08648 (609)-337-7073	



Lab Services

- ✓ CBC
- ✓ HbA1c
- ✓ hCG
- ✓ Chem 7
- ✓ LFT
- ✓ Urine Analysis
- ✓ Free T3
- ✓ TSH
- ✓ Lipid Profile

People of ALL
faiths and
backgrounds are
welcome!

MCGP Free Clinic works with a third party lab to offer free blood tests for non-affording patients.

Suggested donation for affording patients is \$50/visit



Location

MedLife Diagnostic Laboratories, Inc.

1717 Brunswick Pike, Lawrence
Township, NJ 08648

Contact Us 609-337-2162

www.mcgpfreeclinic.org

@mcgp_nj



CANCER SCREENINGS

New Jersey Cancer Education and Early (NJCEED) offers FREE breast, prostate, cervical, and colorectal cancer screenings for qualifying uninsured or under-insured Mercer County Residents.

- To check eligibility and schedule a free screening appointment, patients can call (609)-888-6189.

NJCEED pamphlets are available at the clinic desk and can be distributed to patients.

PEDIATRIC SERVICES + WEEKEND SCHOOL

Patients seeking pediatric services can be instructed to call Dr. Nageen's clinic office and make an appointment as referred by MCGP.

Plainsboro Office number: (609)-902-2911

Select VHPs also respond to medical needs of students in the MCGP Weekend School and are on call on a rotating basis for emergencies.

NUTRITION SERVICES

Ms. Maimoona Manzar, RDN is a Dietitian/Nutritionist who collaborates with the MCGP Free Clinic to provide services to the community. Once a month, wellness lectures are held to educate and empower individuals around their diet, eating habits, and encourage healthier food alternatives.

VHPs can refer patients for nutrition counseling with Ms. Manzar on Saturday mornings (must make an appointment).

INTERPRETER SERVICES

VHPs looking for interpretation services to communicate with patients can use the Quantel Translator Services line. Quantel offers a variety of languages and operates 24/7.

To use Quantel, dial (215)-238-4300. Enter code 3342043

INTERN SHADOWING

Our clinic offers a non-paid internship opportunity to high school and college students to volunteer. Volunteer hours can be earned towards fulfilling community service obligations.

Intern responsibilities can include patient triage, scribing, and shadowing as permitted by the VHP.

SOCIAL SERVICES + PSYCHIATRY

Ms. Raheela Hussain MSW, LSW collaborates with the MCGP Free Clinic and the MCGP Zakat (charitable giving) Committee to provide counseling to clients and connect them with various local services and resources.

To refer patients to Social Services, patients can contact mcgpsocialworker@gmail.com

AFFILIATION WITH MEDINA CLINIC + CHARITY CARE

Patients seeking services not offered by MCGP Free Clinic can be referred to Medina Clinic.

Patients must have or apply for charity care before contacting Medina Clinic if a procedure is needed.

Medina Clinic referral forms will be available at the clinic office.

