

## **SPECIALTY REFERRAL FORM PROTOCOL**

To the extent this is reasonably possible and appropriate for the situation:

- The Standard Referral Form will be used to refer all patients.
- The referring provider will call the specialist for all Emergent (within 24 hours) or Urgent (within 24 to 48 hours) appointments, in addition to sending the referral form and appropriate documentation.
- For all other referrals please use one of the options below:

### *OPTION 1:*

**The Referring provider or office will send the referral form and the appropriate documentation to the specialist's office which then calls the patient to make the appointment:**

- The specialist's office receives the completed Standard Referral Form, along with the appropriate patient documents from the referring provider.
- The specialist's office contacts the patient and makes the appointment.
- The specialist's office will complete the appointment portion of the Standard Referral Form at the bottom and will immediately return it to the referring provider.

### **OR**

### *OPTION 2:*

**The Referring provider's office calls the specialist's office to obtain the patient's appointment, and then sends the referral form and appropriate information:**

- The referring provider's office contacts the specialist to obtain an appointment for the patient, and notifies the patient.
- The referring provider's office will complete the Standard Referral Form, including the appointment portion at the bottom.
- The referring provider's office will immediately send the form, along with the appropriate patient documents to the specialist.