 <p>SAIDEEP HEALTHCARE & RESEARCH PVT. LTD.</p>	<p>SAIDEEP HOSPITAL</p> <p>HOSPITAL POLICIES</p>	Doc No	SDH/AAC/08
		Issue No	01
		Rev No.	00
		Date of Issue	1 June 2020
		Page	2
Policies & Procedures for Referral of Patients to Other Departments / Specialties (Cross Referral)			

PURPOSE AND SCOPE

The purpose of this policy is to guide the clinical staff in the process of obtaining professional opinion, co-management or takeover of patient from colleagues of other specialties / departments in support of their own treatment protocols or as a part of a multidisciplinary care scenario


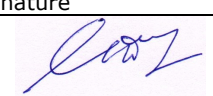
RESPONSIBILITIES


Medical Superintendent

The overall responsibility of implementing the policy rests with the Medical Superintendent of the hospital.

POLICIES

- The referral forms may be filled in by a DMO, but should mention the name of Consultant, on whose instruction, the referral has been requested.
- Referrals should shall be requested through cross referral forms and shall indicate if the referrals are to be treated as routine (24 hours) , Emergency (4 hours) or Urgent (Immediately) depending on the patient conditions. For urgent and immediate category referral justification for categorisation will be noted in the cross referral form.
- In case of “urgent” and “immediate” referrals, the referring RMO / Sisters In-Charge should inform the MS office and in turn MS office will the contact the consultant to whom the referral has been addressed. In case of his non-availability the referral will be routed to alternale consultant of same speciality available to attend the referral
- • The Staff Nurse In-charge of the ward should ensure that the “routine” referrals are informed to the consultants within one hour of the referral order being filled up. They shall note the time of informing the consultant and sign with name to record the same . In cases where the consultant cannot be reached or informs their inability to attend the referral the request would be forwarded to MS office for further coordination and action

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar Chief Medical Administrator		Dr. S.S. Deepal Chairman & Managing Director	

 <p>SAIDEEP HEALTHCARE & RESEARCH PVT. LTD.</p>	<p>SAIDEEP HOSPITAL</p> <p>HOSPITAL POLICIES</p>	Doc No	SDH/AAC/08
		Issue No	01
		Rev No.	00
		Date of Issue	1 June 2020
		Page	2
Policies & Procedures for Referral of Patients to Other Departments / Specialties (Cross Referral)			

- The doctor honouring the referral visits the patient to the ward where he/she is admitted and does the examination.
- The doctor who has honoured the referral shall give his expert opinion after examining the patient on the same day of the request in the case sheet or shall discuss with the referring doctor. In cases of takeover of the case or co-management he shall indicate the same on the doctors progress sheet of the patient accordingly.
- All “routine” referrals, received within the regular duty hours, should be seen on the same day. Any received after these hours, should be attended to on the morning of the next day.
- • All urgent” referrals should be seen within four hours of receiving the referral / information. All “immediate” referrals should receive immediate attention.

REFERENCE STANDARDS


NABH Accreditation Standard for Hospitals, 5th Edition – AAC 12 f

APPENDICES

Nil

AMENDMENT HISTORY

Sl. No	Current Revision			Nature of Change
	Edition No	Revision No.	Date	
Nil				

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar Chief Medical Administrator		Dr. S.S. Deepal Chairman & Managing Director	