

Making Referrals

Referral System

- What is your current system?

- Will you need a new system?

- Who will make referral(s)?

- How will the referral be made? (Step by step)

- Where will contact information for referrals be kept?

- Do forms need to be filled out? (check with local counties) If so:
 - By whom?

 - Where are forms available?

 - Who keeps them stocked?

- What patient handouts are given for referral?

- What staff/process are available to assist, or is it an individual patient process?



Referral Coordination

- Who will identify referral resources when needed? (NOTE: This should include more than one individual)

- Who will be in charge of referrals?

- How will this individual be alerted to make a referral?

- How will the referral be made? (list steps)

- How will referral outcomes be tracked?

- What kind of follow-up will be involved?
