


<p>Name of Policy: <u>Referral policy – sports medicine</u></p> <p>Policy Number: 3364-35-06</p> <p>Approving Officer: President Provost and Executive Vice President for Health Affairs, Dean of the College of Medicine</p> <p>Responsible Agent: Athletic Director</p> <p>Scope: Athletic Department -Sports Medicine – Main Campus</p>	 <p>Effective date: March 1, 2008</p>
<p><input checked="" type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p>	<p><input type="checkbox"/> Minor/technical revision of existing policy</p> <p><input type="checkbox"/> Reaffirmation of existing policy</p>

(A) Policy statement

The University of Toledo’s athletic sports program will refer student athletes to The University of Toledo medical facilities including but not limited to: University of Toledo Medical Center (UTMC) and The University of Toledo Student Medical Center (UTSMC) for medical care that is provided by these facilities. All student athletes will be referred to a University of Toledo facility unless the services needed are not provided or special services are required.

(B) Purpose of policy

The purpose of the policy is to define the process for expediting the admission and treatment for student-athletes at The University of Toledo medical facilities.

(D) Procedure

The Department of Intercollegiate Athletics will work directly with a multi-disciplinary team at The University of Toledo Medical Center (UTMC) to register, evaluate, and treat a University of Toledo Student Athlete.

- (1) Should an athlete need to be referred for services at UTMC, the team physician will call the liaison identified on Sports Medicine Contact Directory to notify them about a pending referral.
- (2) The athletic trainer will contact the Clinic Manager associated with the Specialty Referral to set up the appointment, which will usually be within twenty-four (24) hours.
- (3) The clinic manager will contact pre-registration with all of the student athlete’s information. In the event that services are needed after hours the athletic trainer should contact the Emergency room department registration

Continuity of Care

- (1) The athletic department will maintain a continuity of care record including the following information:
 - (a) Student athlete name
 - (b) Referring physician
 - (c) Diagnosis or condition
 - (d) Insurance information
 - (e) Estimated time of arrival
- (2) The athletic trainer should fax the continuity of care form that includes the physician order to the clinic managers at UTMC. The athletic trainer and/or student athlete needs to bring the form to the student medical center to facilitate the admission and treatment. The information including the order must be faxed prior to arrival at UTMC otherwise the process could be delayed.
- (3) Insurance Information

The athletic department should maintain a list of all student athletes, a copy of the student athlete's insurance information and a photo copy of the insurance card both front and back at the beginning of each semester.

- (4) Department of community wellness and health promotion concierge services

A staff member of the department of community wellness and health promotion will meet the student athlete and athletic trainer at a designated site and personally facilitate the student athlete's process through UTMC when requested by the athletic department.

The student medical center admissions staff will be aware of the student athletes need for immediate attention and will facilitate the student's process through the student medical center.

Approved by:

/s/ laj
Lloyd A. Jacobs, M.D.
President

May 20, 2008
Date

/s/ jpg
Jeffrey P. Gold, M.D.
Provost and Executive Vice President for
Health Affairs, Dean of the College of
Medicine

Date

Review/Revision Completed by:

Athletic Department

Policies Superseded by This Policy:

• *none*

Initial Effective Date: March 1, 2008

Review/Revision Date:

Next review date: March 1, 2011