


<p><b>Name of Policy:</b> <u><a href="#">Communication with Referring Physicians</a></u></p> <p><b>Policy Number:</b> 3364-87-12</p> <p><b>Approving Officer:</b> Chief of Staff Medical Director</p> <p><b>Responsible Agent:</b> Medical Director</p> <p><b>Scope:</b> All University of Toledo Campuses</p>	 <p><b>Effective date:</b> 07/14/99</p>
<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy

(A) Policy statement

Direct verbal communication between providers is an effective means of providing continuity of care. When applicable, the following components should be present in each summary communication:

- (1) Physicians should summarize the patient evaluation and care rendered.
- (2) Written summary should be dictated by the physician within 48 hours of the initial and follow-up evaluations. Verbal follow-up should be as early after the patient encounter as possible.
- (3) Results of all pertinent diagnostic studies and procedures should be mentioned.
- (4) Information delineating the therapy rendered and/or therapeutic recommendations (Medications, Physical Therapy, Speech Therapy, Occupational Health, Cardiac Rehabilitation, Nutrition, Exercise, and Behavior Modification) should be included.
- (5) Recommendations pertaining to follow-up care, including specific details regarding the process for patient follow-up care should be detailed.

(B) Purpose of policy

Communication between health care providers is an important aspect of overall patient care. It is incumbent upon all members of the medical staff to communicate important clinical information in a timely fashion to other providers. This pertains to both inpatient as well as outpatient clinical encounters.

(C) Procedure

See Policy above.

<p>Approved by:</p> <p>_____</p> <p>Christopher K. Lynn, M.D. Chief of Staff</p> <p>_____</p> <p>Ronald McGinnis, M.D. Medical Director</p> <p>_____</p> <p>Date</p> <p><i>Review/Revision Completed by: Medical Executive Committee</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"><li>• <i>MS-CC-002 Communication with Referring Physicians</i></li></ul> <p><b>Review/Revision Date: 12/13/00</b> <b>01/21/04</b> <b>08/09/06</b></p> <p><b>Next review date: 08/09/09</b></p>
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