Name of Policy:	**Consultations – Outpatients**
Policy Number:	3364-134-12
Department:	Radiation Oncology
Approving Officer:	Vice President & Executive Director
Responsible Agent:	Technical Manager, Radiation Oncology
Scope:	Radiation Oncology

THE UNIVERSITY OF TOLEDO 1872

Effective Date: **10/2011**

Initial Effective Date: 9/1983

_____ New policy proposal
_____ Major revision of existing policy
__X__ Minor/technical revision of existing policy
_____ Reaffirmation of existing policy

(A) Policy Statement

The scheduling of outpatient consultations shall be the responsibility of the Secretary/Front Desk Staff. In their absence, this shall be the responsibility of the person providing medical receptionist services.

(B) Purpose of Policy

To maintain control of outpatient consultations and to prevent conflicts in patient scheduling.

(C) Procedure

1. Record data on "pink consultation" sheet. Fill in all appropriate areas. Secretary/Front Desk Staff records date, time and initials in upper right corner will fax to Toledo Radiation Oncology. Attach confirmation to the back.
2. The Secretary/ front desk staff must request all pertinent information at the time of call and have information forwarded to Radiation Therapy as soon as possible. (This includes: x-rays, scans, slides, medical records, and pathology report.) Record on slip if patient is bringing their own x-rays.
3. Check index file and Impac to determine whether or not patient has been seen in the Department of Radiation Therapy previously. If yes, pull old chart and attach. Make sure that a new Radiation number is given.
4. Record in Impac under appropriate area: patient's name, six digit number, (00_ _ _) in demographics and initial of physician to see patient.
5. Secretary/Front Desk Staff sends out packet of pertinent information to the patient's address, along with the name of the Radiation Oncologist who will be seeing the patient, date and time.

Approved by:

John Feldmeier, DO — Date: 10/18/11
Professor & Chairman, Radiation Oncology

Scott Scarborough, PhD — Date: 10/24/11
Sr. Vice President & Executive Director, UTMC

Review/Revision Completed By:
Michelle Giovanoli

Review/Revision Date:
10/22/1985, 10/1986, 1987, 1988, 1989, 2/1990, 11/1992, 8/1993, 2/1995, 1996, 10/1997, 4/1999, 3/2002, 1/2007, 4/22/2010, 10/2011

Next Review Date: 10/2014

Policies Superseded by This Policy: 38-012