Name of Policy:	Direct referrals to the sleep lab	~	
Policy Number:	3364-171-04-01	THE UNIVERSITY OF TOLEDO MEDICAL CENTER	
Department:	Sleep Disorders	· ·	
Approving Officer:	Senior Hospital Administrator		
Responsible Agent:	Director, Sleep Disorders		
Scope:	The University of Toledo Medical Center Pulmonary Services Department	Effective Date: 3/17/2023 Initial Effective Date	
X New policy proposal Minor/technical revision of existing policy Major revision of existing policy Reaffirmation of existing policy			

(A) Policy Statement

The Sleep Lab will accept orders for sleep studies from all licensed non-staff providers with the appropriate supporting documentation.

(B) Purpose of Policy

To assure that appropriate referrals are made for sleep disorders testing and treatment. The Medical Director or designee reviews all orders from non-staff physicians to ensure the appropriateness of studies ordered with the information provided.

(C) Procedure

- 1. Orders received, from non-staff providers, will be forwarded to the Medical Director or designee for review. The following information should be included when ordering a sleep study
 - a. Sleep history
 - b. Medical history
 - c. Family history
 - d. Physical exam
 - e. Specific sleep study ordered
 - f. Appropriate diagnosis for the study
- 2. The Medical Director or designee will evaluate the information provided and determine if testing can proceed. Non-staff providers will be notified if information provided is not adequate to approve the order for the sleep study.
- 3. Once the sleep study is approved, the patient should be contacted, notified, scheduled, and explained the details of his/her appointment with any pertinent instructions.

Approved by:		Review/Revision Date: 03/23
Michael Taylor Director, Pulmonary Services	3/20/2023 Date	
Andre Aguillon, M.D. Medical Director	3/19/2023 Date	
/s/	3/20/2023	
Russell Smith Senior Hospital Administrator	Date	
Review/Revision Completed By: Director, Sleep Disorders Center		Next Review Date: 03/26
Policies Superseded by This Policy:		

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.