


Name of Policy: <u>Direct referrals to the sleep lab</u> Policy Number: 3364-171-04-01 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
<input checked="" type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> 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.

