


Name of Policy: Scheduling Outpatient Nutrition Consults		 Effective date: Original effective date: 5/1999	
Policy Number: 3364-104-403			
Approving Officer: Chief Administrative Officer			
Responsible Agent: Manager, Dietitians			
Scope: University of Toledo Medical Center, Clinical Nutrition			
Key words: Scheduling, Outpatient, Nutrition, Consult, Education			
	New policy proposal	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

Outpatient appointments for nutrition counseling are available to patients.

(B) Purpose of policy

To arrange mutually agreeable times for patients to receive education/assessment.

(C) Procedure

(1) Outpatient appointments for nutrition consults are available per ~~MD~~ physician consult.

~~(2) Inpatients or patients from other hospitals/clinics requiring nutrition consultations should follow instructions below:~~

~~(a) The consult must be requested on form NT004 #30917, Physician Referral Form for Medical Nutrition Therapy/RD Services; fax form to 419-383-3112 and mail original to Clinical Nutrition, Mail Stop 1062, Health Science Campus, 3045 Arlington Ave, Toledo, OH 43614-5805.~~

~~(b) This form must include the patient's name, medical record number, and reason for consult.~~

~~(c) An advanced practice provider or physician must sign the consult.~~

(3) (2) Patients referred from the UTMC clinics requesting nutrition counseling should follow the instructions below:

~~(a) (a) Enter nutrition referral-Ambulatory Referral for Nutrition Services into Athena Epic. The consult can be ordered in either an Encounter or Order Group in the Assessment/Plan section. Click on Referral. Type "nutrition" in search field. Select Medical Nutrition Therapy or Nutrition /Dietitian Referral. Send referral via Athena Fax.~~

~~(b) (b) Once received, the consult is faxed to Central Scheduling. They will attempt to schedule an appointment within two weeks of receipt. Special arrangements will be made for patients who are unavailable during the established appointment times.~~ Outpatient dietitian will review the Nutrition Services work queue for appropriateness of referrals.

- ~~(c) (c) Scheduled consults are placed in a file in the Clinical Nutrition office and retrieved the day of the appointment.~~ Patients are called by Central Scheduling to schedule appointment.
- ~~(d) Patients are called prior to the scheduled appointment to remind and verify date and time.~~
- (e) (d) Clinical Nutrition or Central Scheduling will reschedule patients by phone if they are unable to make their appointment.
- (f) (E) If a patient does not keep his/her appointment, and/or fails to schedule or reschedule a canceled/missed appointment, the RD will document this in the patients' medical record.

<p>Approved by:</p> <p>_____ Marci Cancic Frey Chief Administrative Officer</p> <p>_____ Date</p> <p>_____ Kristi Mason Manager, Dietitians</p> <p>_____ Date</p> <p><i>Review/Revision Completed by: Manager, Dietitians</i></p>	<p>Policies Superseded by This Policy:</p> <p>Initial effective date: 5/1999</p> <p>All Review/Revision Dates:</p> <p>4/00 6/01 9/02 5/04 5/05 6/2/2008 7/1/2011 12/18/2012 1/6/2016 4/23/19 3/7/2022</p> <p>Next review date:</p>
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