Referral: Initiation of Services

Purpose

This document outlines the information necessary and the process to be followed for the referral of a patient to the Department of Rehabilitation Services.

Audience

The information in this document is intended for all members of the Medical and Rehabilitation Services staff.

Policy

Occupational Therapy and Physical Therapy are available upon referral by a physician (M.D.) with UTMB privileges and outside physicians.

Initiation of a Referral

Physicians must initiate a referral to request Occupational Therapy, and Physical Therapy.

- Referrals should be sent through EPIC within utmb Health System. Outside referrals can be faxed or mailed
- Referrals must include unit history number, diagnosis, complicating factors related to rehabilitation, request for services, any special instructions and precautions.
- Referral forms must be signed by a physician (M.D.)
- Referral forms initiated by Medical Students, the patient, or other patient care personnel must be countersigned by a physician.
- Telephone or verbal orders may be taken to initiate treatment, but the consult must be placed in the order entry system within 24 hours for the treatment to continue.

Ongoing Physician Responsi-bilities

Physicians initiating the referral will be responsible for ongoing participation as follows:

- Physicians can authorize and endorse treatment plans and subsequent changes in the treatment plans through the EPIC system. Outside physicians will receive a faxed POC from the respective PT/OT for their signature and approval. Outside Physicians are asked to fax their sign off back to Rehabilitation Services.

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Ongoing Physician Responsi-bilities (continued)

- Monitor patient's progress in Occupational Therapy and Physical Therapy through documentation in the EPIC System.
- Initiate another referral in order to request additional or different services from those specified on the original referral as necessary.