Direct Referrals for Sleep Studies

Audience: All personnel in the Sleep Disorder Center.

Purpose: To describe the procedure for accepting direct referrals to the Sleep Disorder Center. This process will ensure that the necessary and appropriate studies are performed for each patient.

Policy: Physician-referred patients are accepted, however, a complete review of the patient history must be completed by a Sleep Center physician before scheduling to ensure that each patient meets acceptance criteria. Self-referred patients are not accepted.

Procedure:

- The contact number for scheduling a sleep evaluation is: 409-772-1078
- The Sleep Lab Coordinator will schedule a sleep evaluation upon referral to the Sleep Center
- The following information is required for scheduling at the time of referral:
  - Patient Name
  - Unit History number
  - Referring physician
  - Type of study requested
  - Insurance
- Referrals or Sleep Consults are submitted in Epic.
- Appointment times are selected based on patient preference and availability. Inpatient referrals are scheduled upon availability once a patient has been accepted by a Sleep Center physician.
- Patients are given the following specific instructions upon scheduling their sleep study:
  - Admitting services will contact them to provide an estimate of cost for patient responsibilities
  - Lights out occurs at 2230 and all cell phones and electronic devices must be turned off
  - Please continue to take any prescribed medications and bring a list of the medications they are currently taking
  - Please bathe and wash hair before coming for the appointment and do not use lotion or apply make-up
  - Do not nap
  - Eat before arriving, no food or drinks are allowed
  - Patients must bring pajamas, shorts, or a t-shirt to sleep in
  - Children under the age of 18 must be accompanied by a parent/ guardian and they will not be allowed to sleep in the bed with the child. A recliner will be provided.
  - Family/ friends should not stay during the study unless they are a care giver. A recliner will be provided.

    - If CPAP machine is used at home, patient may bring their CPAP mask
    - If oxygen is used at home, patient may bring their nasal cannula
    - Toiletries are not provided
    - The study should be finished by approximately 0600
    - Please bring the completed information packet on the night of the study
- Once a sleep study has been scheduled, the patient is mailed an information packet that contains:
    - Instructions on how to find the Sleep Disorder Center
    - Contact numbers (daytime and after hours)
    - Parking information
    - Specific instructions on how to prepare for their sleep study
    - Patient information packet which includes:
        - Demographic and medical information
        - Epworth Sleepiness Scale
        - Patient sleep survey

_____

Shahzad Jokhio, M.D.
Medical Director