

UTMB Department of Rehabilitation Services	01/94	- Effective
7.0 OPERATIONS	11/20	- Reviewed
7.0.2 Referral: Initiation of Services	11/20	- Revised

# Referral: Initiation of Out-Patient Services

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

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

**Policy** Occupational Therapy and Physical Therapy are available upon referral by a physician (M.D.) with UTMB privileges or an external physician.

**Initiation of a Referral** Physicians must initiate a referral to request Occupational Therapy, and Physical Therapy.

- Referrals may be sent through EPIC, fax, scanned or mailed within UTMB Health System.
- 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.)
- Telephone or verbal orders may be taken to initiate evaluation. Followed by a referral within 24 hours or signed Plan of Care.