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: 832-505-2050
- The Patient Service Specialist (PSS) for Victory Lakes Town Center 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