



REFERRAL PROCEDURE

When a referral to another provider or facility is needed for a patient, the provider will document the need for the referral in the EMR. The referral specialist will be notified after the patient visit so the referral process can be started.

The referral specialist will then make the patient an appointment with the specialist. The appropriate information (medical records, test results, etc.) will be sent over to the facility that the patient is being referred to. All providers that are referred to are requested to send visit findings back to the provider in writing.

Once the appointment is made, the office will notify the patient of the appointment date and time. It is logged in the EMR of the patient's appointment date and time. The patient is asked to call the office if they do not go to their appointment so that it can be noted in the file for the primary care provider. If necessary, the office will call and reschedule the appointment for the patient.

Since the Rural Health Clinics are owned and operated by Jefferson Hospital, all patients have the ability to be evaluated for ancillary, emergent or inpatient care. There are limited Specialty services onsite, therefore, the referral procedure above will be followed in those cases.

A handwritten signature in blue ink, appearing to read 'Wendy Martin'.

Wendy Martin, CEO
10/30/2022