## Central Adelaide Local Health Network Neurology Department



## **Referral Process: Procedure for Referring Doctors**

Select Clinic

• Review available general and subspecialty neurology clinics and select one which most applies to the clinical question

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- Review the triage criteria, including the exclusion criteria for the selected clinic
- If you are unsure which clinic is most suitable, or feel your patient does not meet criteria, but still requires specialist neurological review, please contact the Neurology Registrar via RAH switchboard (08) 7074 0000 to discuss your case with one of our doctors.

Complete

- Prepare a referral letter including the patient's name, date of birth, address and contact phone number
- Include detailed clinical information to allow appropriate triaging of your referral
- Please note that incomplete referrals, including referrals with insufficient clinical information, may be rejected which will delay your patient's assessment

Fax referral

• Fax the completed referral to RAH Outpatients (08) 7074 6247 or TQEH Outpatients (08) 8272 7188

- Your referral will be triaged by a consultant neurologist within 5 business days of receipt
- The triage category assigned to your referral is based on the degree of acuity and risk to the patient
- You and your patient will be notified by mail of the triage category/waitlist assignment
- If your referral does not meet triage criteria or fails to provide sufficient clinical information, you will recieve written notification including the reasons for the referral being rejected.

Patient booke

- The patient will recieve a letter confirming their appointment date and time
- They may receive SMS reminder of their appointment 48 hours prior to their appointment

Patient attend

- The patient will be seen and a letter detailing the outcome of the assessment will be sent to you
- The patient may be discharged or receive a follow-up appointment

Ongoing Care

• If you have any concerns or questions regarding the ongoing management of your patient, please do not hesitate to contact the doctor involved in their care via the hospital switchboard (RAH Clinics (08) 7074 0000 or TQEH Clinics (08) 8222 6000) to discuss their case