

Patient referral checklist

from The MDU - Risk assessment for revalidation - part one

Do you keep details of the types of care that the practice is able to provide, to assist those referring patients in making appropriate referral decisions?

Yes
No

Do you review the types of care provided by the practice to ensure that this is up to date with that usually offered in primary care?

Yes
No

Do you have details accessible to all those referring patients of the specialist services available within the practice locality?

Yes
No

When referring a patient do you provide all the relevant information:

- about the patient's history and current condition?
- about what you expect from the referral?
- and feedback to the specialist if you have queries about the outcome?

Yes
No

If you believe there is information that a patient may not wish to be disclosed do you ensure that you discuss and obtain the consent of the patient before disclosure?

Yes
No

If you are not referring the patient to another registered medical practitioner, do you satisfy yourself that the healthcare worker is accountable to a statutory regulatory body?

Yes
No

Is a copy of the referral letter kept within the medical records?

Yes
No

Do you have a system to ensure letters are typed and sent out within an acceptable time interval?

Yes
No

Do you have a system for making urgent referrals?

Yes
No

Are patients told how long it may take for them to get a hospital appointment?

Yes
No

Do you ask the patients to contact the hospital or surgery if they have not received their hospital appointment after a specified period of time?

Yes
No