

PURPOSE: To facilitate transmittal of information and requests for services between the health agency and secondary care provider.

GENERAL INSTRUCTIONS: To be completed by referring agency and returned by secondary care provider.
1-6. Name, Number, etc.: Affix in this space the computer generated identification label or emboss the information imprinted on the patient's plastic identification card. If a label or a plastic card is not available, record by hand the patient's name (last name, first name and middle initial), identification number, date of birth (MM-DD-YY), race, ethnicity and gender and county of residence.

Date: Of initiation

To: Name and address of the provider to whom the client is referred.

Name of Person Referred: Full name, including middle or maiden.

Address: Address of person referred.

Phone: Number at which client or responsible person can be reached.

Parent or Guardian, etc.: Person legally responsible for client.

Address and telephone: Necessary only if different from patient.

Reason(s) for Referral: A summary of the pertinent findings prompting the referral.

Interpreter: Check whether interpreter is needed and specify language if yes.

Signature: Health care provider initiating the referral.

Return Form To: Name, address, and phone number of the provider responsible for follow-up care of client.

Phone: For further information regarding the client.

Section within bold block:

(To be completed by the provider to whom the client has been referred)

Diagnosis/Findings/Recommendations: A summary of the problem(s), proposed treatment, follow-up plan, and the assistance expected of the referring agency. (List source of further referral, if indicated, including name and address.)

Date, Signature, and Title: Health care provider who completes the diagnosis, findings, and recommendations.

Additional forms may be ordered using REQUISITION FOR POHR FORMS (form DHHS 1482)

RETENTION: White copy becomes part of the permanent medical record and is retained in accordance with retention schedules governing the source record.