



Bay Mills Indian Community  
**BAY MILLS HEALTH CENTER**  
 Policy & Procedure Manual

<b>SUBJECT:</b> Referral	<b>REFERENCE – 17.0</b>
<b>DEPARTMENT:</b> Medical	<b>PAGE:</b> 1 <b>OF:</b> 2
<b>APPROVED BY:</b> A. Breakie, Assistant HHS Director	<b>REVISED:</b> 4/8/2015 <b>REVIEWED:</b> 4/8/2015

**PURPOSE:**

The purpose of this policy is to establish consistent guidelines for making internal and external referrals for patients at Bay Mills Medical Center.

**RESPONSIBLE STAFF:** Bay Mills Primary Care Providers (PCP), Bay Mills Clinic Nursing Staff

**POLICY:**

It is the policy of Bay Mills Primary Care Medical Center that the Clinic Nurse will schedule all patients referred by a Primary Care Medical Provider to another provider.

**PROCEDURE:**

The PCP will complete the referral form. The completed form will be given to the clinic nursing staff to enter the following pertinent information

- |                                                                                                           |                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>✓ Patients Address</li> <li>✓ Patients Telephone Number</li> </ul> | <ul style="list-style-type: none"> <li>✓ Doctors Name</li> <li>✓ Doctors Address</li> <li>✓ Doctors Phone Number</li> </ul> |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|

The Clinic Nursing Staff will schedule the referring appointment

- ✓ The white copy will be faxed to the referred provider
- ✓ The yellow copy is sent the Purchased Referred Care if the patient is a Bay Mills Tribal Member
- ✓ The pink copy is retained in the Patient's paper chart

The Clinic Nursing Staff will notify the patient of the appointment date and time via telephone call as well as mail the original copy of the referral to the patient.

- ✓ The phone call(s) will be documented and dated on the pink referral sheet

To ensure the referred specialist has the proper documents the following will be included in the referral, as well as be documented on the pink copy that is retained in the patients chart

- ✓ Medication List
- ✓ Demographic Sheet
- ✓ Chart Notes (Include dates if more than one)
- ✓ Any pertinent radiology, laboratory data, etc. the referring provider may need.

The nurse will enter each referral into the referral tracking system

Follow up reports from the referral providers will be returned to the provider's nurse, who will mark off the referral tracking system.



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Any incomplete referrals in the referral tracking log book will be followed up with monthly by the Clinic Nursing Staff. This will be completed in the form of a chart review. Clinic Nursing Staff will ensure that adequate documentation is completed from the referred specialist and placed in the patients chart.