

EFFICIENT VISIT GUIDE

FOR REFERRAL COORDINATORS

ALL REFERRALS

ALL REFERRALS REQUIRE

- ❑ Diagnosis and ICD 10 code
- ❑ CPT code for imaging and tests

Please send information that is **complete**—all notes, labs, imaging included. **Make sure expedites are clearly marked on the fax cover and are medically necessary.**

Project Access Northwest has an outpatient procedure clinic, which will see minimally invasive general surgery, Gynecology, Dermatology, Urology and certain other conditions on a same-appointment-day basis. This helps patients avoid missing work for repeat visits.

GASTROENTEROLOGY

PRESCRIPTIONS

- ❑ GERD: Trial of PPIs, for how long, response to treatment

LABS

- ❑ CBC, CMP, H.pylori AND if +ve post-treatment test
- ❑ FOBT/FIT for abdominal pain

DOCUMENTATION NEEDED

- ❑ Clearly specify between ordering a test or a consult; they will be separate referrals. **Tests require CPT code.**
- ❑ History on acid reflux issues, i.e. interrupted sleep, food choices
- ❑ History on colonoscopy(s), abdominal US: where/when/provide reports
- ❑ US no older than six months

OPHTHALMOLOGY

PRESCRIPTIONS

- ❑ Patient to bring eye drops

DOCUMENTATION NEEDED

- ❑ History of problem, onset, duration, effects on vision
- ❑ Baseline eye exam, lens prescription information
- ❑ If diabetic, provide history on disease management, most recent HgA1c, past eye exam reports
- ❑ Clearly specify if DM eye exam is requested

OTHER NOTES

- ❑ Referrals for routine vision exams not available

DIAGNOSTIC IMAGING (DI)

DOCUMENTATION NEEDED

- ❑ DI test clearly specified in writing
- ❑ **CPT code REQUIRED**
- ❑ Hospital Imaging Form completed for US, CT, MRI
- ❑ **NOTE:** Height, weight, presence of hardware, allergies

LABS

- ❑ BUN/Creatinine required for IV Contrast Studies (valid for 30 days)

CARDIOLOGY

PRESCRIPTIONS

- ❑ List all medications to include any herbal supplements

LABS

- ❑ CBC, CMP, Lipid Panel, HgA1c if DM

DOCUMENTATION NEEDED

- ❑ Clearly specify between ordering a test or a consult; they will be separate referrals. **Tests require CPT code.**
- ❑ Cardio test written out with CPT code
- ❑ ECG within six months
- ❑ History of symptoms/concerns
- ❑ History of previous tests done, where/when/provide reports

GYNECOLOGY

DIAGNOSTIC IMAGING

- ❑ US Pelvis with Transvaginal for any pain or excessive bleeding and US Pelvis for IUD if strings are missing. Include appropriate CPT code for imaging

LABS

- ❑ CBC (Hct and Hgb) if complaints of excessive bleeding
- ❑ Recent Pap results

DOCUMENTATION NEEDED

- ❑ Any OCPs if tried

OTHER NOTES

- ❑ Patients needing IUD placements need to bring the IUD to the gyn appointment

ORTHOPEDICS

DIAGNOSTIC IMAGING

- ❑ Current (within the last two months)

OTHER NOTES

- ❑ Any PT, NSAIDS, or injections tried
- ❑ Prior ortho surgery notes
- ❑ EMG/NCS needed for CTS referrals to Hand Surgery

BEHAVIORAL HEALTH

This program is for **talk therapy only**, for issues such as depression, anxiety, life changes and stress. **Please do not send high-acuity referrals for this program.**

DOCUMENTATION NEEDED

- ❑ Updated demographic information
- ❑ Updated supplemental enrollment page for behavioral health

More information coming soon!



FOR MORE INFORMATION ON PROGRAMS, PROCESSES AND FORMS:

projectaccessnw.org ■ 206.788.4204