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Applicable Standard: PCMH Standard 5: Care Coordination and Care Transitions;		
Element B: Referral Tracking and Follow-Up.		
Description: The Practice coordinates referrals for patients including referrals to all medical specialists, mental health and substance abuse specialists and all other services.		

Policy:

It is the policy of the Practice to document and monitor all referrals using an electronic system. The patient's provider is notified of all unfilled referrals in a timely manner.

It is the policy of the Practice to document results and monitor all results or other communication from providers to whom the patient is referred. All referrals are monitored for the successful completion of the referral.

Scope:

This procedure applies to all office personnel.

Procedure:

The Practice tracks referrals to specialists, including medical, mental health, and substance abuse specialists, using an electronic reporting system. Referrals tracked are those determined by the patient's provider to be important for a patient's treatment or as indicated by evidence-based guidelines.

The Practice uses available data from Physician Compare Website, health plans and Iowa Medical Society on the performance of the clinicians and the practice before initiating a referral with the specialist. The Practice establishes an informal agreement with a subset of specialist based on this criterion.

The Practice has an agreement with two behavioral health specialists:

Dr.XXXXX and Dr. YYYYYY (locations)

The Practice tracks the following factors for referrals:

- Date of initiation of referral
- Originating provider
- Reason for the referral
- Timing of the expected receipt of the communication from the referral, or relative urgency of the referral based on the clinical circumstance. Per current protocol, the urgency is

Laboratory Medical Billing Policies And Procedures Manual

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Table of Contents Laboratory Medical Billing Policies And Procedures Manual

1. Understanding the eBook Laboratory Medical Billing Policies And Procedures Manual
 - The Rise of Digital Reading Laboratory Medical Billing Policies And Procedures Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Laboratory Medical Billing Policies And Procedures Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Laboratory Medical Billing Policies And Procedures Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Laboratory Medical Billing Policies And Procedures Manual
 - Personalized Recommendations
 - Laboratory Medical Billing Policies And Procedures Manual User Reviews and Ratings
 - Laboratory Medical Billing Policies And Procedures Manual and Bestseller Lists

5. Accessing Laboratory Medical Billing Policies And Procedures Manual Free and Paid eBooks
 - Laboratory Medical Billing Policies And Procedures Manual Public Domain eBooks
 - Laboratory Medical Billing Policies And Procedures Manual eBook Subscription Services
 - Laboratory Medical Billing Policies And Procedures Manual Budget-Friendly Options
6. Navigating Laboratory Medical Billing Policies And Procedures Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Laboratory Medical Billing Policies And Procedures Manual Compatibility with Devices
 - Laboratory Medical Billing Policies And Procedures Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Laboratory Medical Billing Policies And Procedures Manual
 - Highlighting and Note-Taking Laboratory Medical Billing Policies And Procedures Manual
 - Interactive Elements Laboratory Medical Billing Policies And Procedures Manual
8. Staying Engaged with Laboratory Medical Billing Policies And Procedures Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Laboratory Medical Billing Policies And Procedures Manual
9. Balancing eBooks and Physical Books Laboratory Medical Billing Policies And Procedures Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Laboratory Medical Billing Policies And Procedures Manual
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Laboratory Medical Billing Policies And Procedures Manual
 - Setting Reading Goals Laboratory Medical Billing Policies And Procedures Manual
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Laboratory Medical Billing Policies And Procedures Manual
 - Fact-Checking eBook Content of Laboratory Medical Billing Policies And Procedures Manual
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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