

Document ID <b>XXXX</b>	Title: <b>Referral Tracking and Follow-Up</b>	Print Date <b>mm/dd/yyyy</b>
Revision <b>0.1</b>	Prepared By	Date Prepared <b>mm/dd/yyyy</b>
Effective Date: <b>mm/dd/yyyy</b>	Reviewed By	Date Reviewed <b>mm/dd/yyyy</b>
	Approved By	Date Approved <b>mm/dd/yyyy</b>
Applicable Standard: <b>PCMH Standard 5: Care Coordination and Care Transitions;</b> <b>Element B: Referral Tracking and Follow-Up.</b>		
Description: <b>The Practice coordinates referrals for patients including referrals to all medical specialists, mental health and substance abuse specialists and all other services.</b>		

**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

**Michael Seilmaier**



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