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POLICY FOR OBTAINING REFERRAL AUTHORIZATION

Patient Name: _____

Date of Birth: _____

As we are all aware, there are many changes occurring in the way physicians are required to practice medicine today through managed healthcare. One of the most important changes in the role of the doctor as the Primary Care Physician or PCP. As the PCP on your managed healthcare network, our physicians are required to make decisions on when it is necessary for you to be referred to a Specialist or an Emergency Facility. Because of the tremendous amounts of paperwork and time involved in making a referral, it is necessary that you follow these guidelines to receive the maximum benefit from your healthcare plan. Failure to comply with these guidelines may mean additional cost to you. Therefore it is important that you follow these guidelines.

Referral Authorizations

1. In the event that your PCP has authorized you to see a specialist, please contact the specialist office and schedule your appointment. You will then need to contact our office with the date of your appointment. In order to process and complete your referral we require AT LEAST TWO-WEEK NOTICE.
2. NO REFERRAL will be given to a patient when we are contacted from a specialist office without prior authorization or notice.
3. Most referrals are now done electronically or over the telephone, therefore we are NOT able to "back-date" a referral.
4. If your plan requires a written referral, those are simply handled via fax or verbally by phone.

Once again we want to inform you how important it is for you to obtain your referral prior to your appointment with the specialist. If you attempted to contact our office from the specialist office in a non-emergency situation it will be necessary for you to reschedule your appointment or you will be responsible for the charges incurred at that visit.

Thank you in advance for your cooperation.

Patient Signature

Date