
 OSPITAL NG PARANAQUE 		Document Code: OSPAR-ADS-PTRM-0011 Issue Date:
HOSPITAL POLICIES AND PROCEDURES MANUAL		Page No. of
Policy Title: POLICY AND GUIDELINES ON REFERRAL SYSTEM		Section / Department PT AND REHABILITATION MEDICINE
Prepared By: Nico Ryan V. Dayao, PTRP Chief PT, Rehabilitation Medicine	Reviewed By: Redentor P. Alquiros, MD Head, Medical & Ancillary Services Darius S. Sebastian, MD, MPH, PHSAE Hospital Administrator, Ospital ng Paranaque	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director, Ospital ng Paranaque

I. Statement of Policy

There shall be guidelines and procedures regarding the proper process to avail of the different services of the Section to ensure efficiency and effectivity.

II. Schedule/ Operating Hours

Availability of Physical Therapy Services:

Monday to Friday
 8:00 am to 12:00 nn
 1:00 pm to 5:00 pm

Availability of Physiatrist:

Wednesday & Friday 10:00 am to 12:00 nn
 Duration:
 1-2 Hours per Session of PT

III. Recipient

All In-Patients and Outpatients of Ospital ng Paranaque that need Physical Therapy

IV. Requirements

Referral To Physiatrist From Attending Physician.
 Referral To Physical Therapist From Physiatrist.

V. Policy Guidelines



General Guidelines for Patients for Medical Consultation

A. Referral System

A referral system shall be in place to ensure that patients can access a medical consultation from a rehabilitation doctor.

Referral will contain the following information:

1. Patient's name (surname, given name, middle name)

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2. Patient's age
3. Patient's address and / or room number if admitted
4. Complaints, medical findings/ diagnosis and reason for referral
5. Goals for referral
6. Pertinent medical history
7. Date of referral
8. Referring/attending physician printed name with signature, and license number

B. Admitted Patients

1. Referral from the in – patient department should be forwarded by a Nursing Aide to the PTRM Section and be forwarded to the Physiatrist.
2. Consultations should be provided within a reasonable time frame, as determined by patient condition and/ or during the Physiatrist's clinic schedule. (See PTRM Rehab Doctor Schedule Leaflet attached at Charting Forms)
3. Physiatrist shall conduct an assessment and evaluation of the in – patient and note it on the metal chart.
4. Physiatrist shall prescribe a rehabilitation program to the in – patient written on the PTRM Consultation Form. (See PTRM Consultation Form attached at Charting Forms)
5. Referral from the physiatrist should be forwarded to the Physical Therapist.
6. Physiatrist shall forward the completed PTRM Consultation Form to the Physical Therapist.

C. Out – patients

1. Referral from the out – patient department should be brought by the patient to the PTRM section.
2. Patient shall be scheduled for rehabilitation consult.
3. On the day of the schedule, patient shall place white card at OPD Records Section (rm. 5). MRD personnel shall forward patient's records to PTRM Section.

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4. Physical Therapist shall prepare the PTRM Consultation Form. (See PTRM Consultation Form attached at Charting Forms)
5. Patient shall wait to be called by the Physiatrist for consultation.
6. Physiatrist shall conduct an assessment and evaluation of the out – patient and note it on the OPD Patient’s Records and PTRM Consultation Form.
7. If for PT, Physiatrist shall prescribe a rehabilitation program to the out – patient written on the PTRM Consultation Form.
8. Referral from the physiatrist should be forwarded to the Physical Therapist.
9. Physiatrist shall forward the completed PTRM Consultation Form to the Physical Therapist.

General Guidelines for Patients for Physical Therapy

A. Referral System



A referral system shall be in place to ensure that patients can access a physical therapist from a rehabilitation doctor.

Referral will contain the following information:

1. Patient’s name (surname, given name, middle name)
2. Patient’s age
3. Patient’s address and / or room number if admitted
4. Physiatrist Diagnosis and Rehabilitation Program
5. Goals for referral
6. Pertinent medical history
7. Date of referral
8. Physiatrist printed name with signature, and license number

B. Admitted Patients

1. Referral from the physiatrist should be forwarded to the Physical Therapist.
2. Physiatrist shall forward the completed PTRM Consultation Form to the Physical Therapist.

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3. Physical Therapist, prior to any intervention or modality, shall be responsible to fully inform the patient and family, when indicated, of the nature, need and possible consequences or untoward effects of any procedures and to document such in therecord.
4. Physical Therapist shall explain to the patient and/ or relative the plan of care and obtain informed consent from the patient and/or his/her relative.
5. Physical Therapist shall make rounds and treat the patient as prescribed by the physiatrist.
6. Physical Therapist shall document the physical therapy session and let the patient countersign it. (See In-Patient PT Notes Form attached at Charting Forms)
7. Patient disposition.
8. If discharged, patient shall continue PT Sessions as out – patient.

C. Out – patients

1. Referral from the physiatrist should be forwarded to the Physical Therapist.
2. Physiatrist shall forward the completed PTRM Consultation Form to the Physical Therapist.
3. Physical Therapist shall explain the plan of care to the patient and schedule patient's Physical Therapy sessions.
4. Patient shall receive the Daily Attendance Record from the Physical Therapist. (See Daily Attendance Record Form Attached at Charting Forms)
5. Physical Therapist, prior to any intervention or modality, shall be responsible to fully inform the patient and family, when indicated, of the nature, need and possible consequences or untoward effects of any procedures and to document such in the medical record.
6. Physical Therapist shall obtain informed consent from the patient and/or his/her relative.
7. Physical Therapist and Patient shall proceed to scheduled PT sessions as prescribed by the Physiatrist.
8. Patient Disposition.