



Provincial Health Services Authority

REFERRAL TO PHYSICIANS OUTSIDE BC CANCER FOR CONSULTATIONS PROCEDURE

	NEW	Previous
BC Cancer	<p>16-MAR-2023</p> <p>Summary of Changes – Reference to College of Physicians and Surgeons of BC and updated link to PHSA Medical Staff Rules; detailed procedural steps and languaging as per SHOP style guide; headings to better organize procedural steps.</p>	

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1. Introduction

1.1. Focus

The [College of Physicians and Surgeons of BC](#) has outlined minimum requirements for information to be included in a referral. “Prior to requesting a referral, referring registrants should ensure that their patient is fully aware of the purpose of the referral, and that the patient provides their consent to the referral.

This procedure applies to referrals to physicians outside BC Cancer for consultations and outlines the requirements for a referral as per the College of Physicians and Surgeons of BC.

1.2. Health Organization Site Applicability

This procedure applies to all BC Cancer sites where referrals are sent to physicians outside BC Cancer for consultations.

1.3. Practice Level

Physicians, Physician secretary, ACU staff and all staff that processes order, and release of information clerks (ROI).

1.4. Need to Know

The referring registrant should make a timely, written request for consultation that includes the following information outlined in section 2 of this document.

2. Procedure

2.1. Steps and Rationale

1. Fill out the Consultation Request Form in writing or include a signed letter with information in accordance with the [Clinical Practice Guideline of College of Physicians and Surgeons of BC](#).
2. This referral will have to be accompanied by a written order in the Doctors Order for, with indication of any other information that need to go to the consulting doctor.
3. Send copies of the Referral request to: Health Information Management Release of Information staff

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HIM ROI Staff will then complete the following steps:

1. Fax the package of information with Consultation Request Form letter to Consultant outside BC Cancer.
2. Enter the information in the MSP system so that outside consultant will be paid the specialist rate.
3. Enter note in CAIS documenting the request.

Request for Consultation Must Include:

- Patient's name, personal health number, preferred and current contact details (Note: If patient has consented to email communication with the referring physician, inform the consulting physician of that consent.)
- Name of and contact information (address, phone, fax) for the clinic, facility or other practice setting where the referring registrant has seen the patient (where applicable)
- Date of referral
- Specific purpose of the referral
- Relevant clinical information (e.g. current medications, allergies, health history, physical examination) and social information (e.g. language barriers, gender identity)
- Level of urgency of the referral
- Expectations about the consultation outcome (e.g. medical opinion only, treatment, transfer of care, other)
- Copies or summaries of pertinent laboratory investigations, imaging and other consultant reports."

3. References and Related Documents

[PHSA Medical Staff Rules](#)

<https://www.cpsbc.ca/files/pdf/PSG-Referral-Consultation-Process.pdf>

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First Issued:	DD-MMM-YYYY (e.g. 05-MAR-2016)		
Approving Body:	Medical Advisory Committee (MAC) Clinical Records Committee (CRC)		
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Developed By:	Name	Dept.	HO
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Owner(s):	CRC and MAC		
Posted Date:	17-MAR-2023		
Version:			
Revision:	Name of Reviser	Description	Date
	Audrey Barry	See summary first page	02-DEC-2022