



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Rehabilitation Centre		
Document:	Multidisciplinary Policy and Procedure		
Title:	Patient Referral for Rehabilitation Centre		
Applies To:	All Rehabilitation Staff, Physicians & Nurses		
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1. PURPOSE:

- 1.1 Establishing a clear and accurate patient referral system that ensures effective scheduling and treatment for all patients who need rehabilitation services referred from either inside or outside the hospital.

2. DEFINITIONS:

- 2.1 CP: Cerebral Palsy is a group of neurological disorder that appear in infancy or early childhood and permanently affect body movement and muscle coordination.
- 2.2 DS: Down syndrome is a condition in which a person has an extra copy of chromosome 21. Chromosomes are small "packages" of genes in the body's cells, which determine how the body forms and functions.

3. POLICY:

- 3.1 In side hospital:
 - 3.1.1 Patients referred from pediatric clinics or after discharge from the inpatient unit, to the rehabilitation centre, then they take an appointment at the rehabilitation doctor's clinic to determine the required service.
- 3.2 Interdepartmental referral
 - 3.2.1 Interdepartmental referral between departments in rehabilitation centre by therapists and the rehabilitation doctor
- 3.3 Outside hospital
 - 3.3.1 For patients referred from other hospitals to the rehabilitation centre, they take an appointment with the rehabilitation doctor for more investigation if necessary to determine the required service.
- 3.4 Referred to other hospital
 - 3.4.1 Any patient needs services that are not available in our rehabilitation centre or who needs treatment in higher centre in terms of services will be referred through the rehabilitation doctor.
- 3.5 Rehabilitation centre accepts all Paediatric cases (All CP types, DS., Delayed Milestones, Torticollis, Brachial Plexus injury, All foot deformity, Traumatic brain injury, Spina bifida, Bell's palsy and all orthopaedic cases, all genetic syndromes, all cases of speech dysfunction).
- 3.6 Direct referral from Emergency Department to Rehabilitation centre is not accepted except bell's palsy
- 3.7 Any referral form should be signed by physician and should clearly indicate the name and designation of treating specialist or consultant.
- 3.8 Referral form with incomplete information is un acceptable
- 3.9 Date of referral is mandatory in referral form, any form with a referral date older than a month is un acceptable.

4. PROCEDURE:

- 4.1 In all cases, a patient is booked into a rehabilitation physician's clinic to determine the rehabilitation services required for the patient and complete a rehabilitation services referral form.
- 4.2 The physician can refer the patient for:
 - 4.2.1 Evaluations.
 - 4.2.2 Patient educations.
 - 4.2.3 Achieving specific goals when implement Rehabilitation plan of treatment.
- 4.3 The rehabilitation doctor classifies the case as whether it is a chronic or critical condition, so that it is allocated to the required service and scheduled with specialists according to the classification.
- 4.4 Once the referral form is received, the patient's appointment is scheduled based on the patient's classification and scheduled appointments at the treating physician's clinic.
- 4.5 The therapist has to check for its validity and contents of the referral form to make sure that all information is complete.
 - 4.5.1 The information that should be in referral:
 - 4.5.1.1 Full patient name.
 - 4.5.1.2 Age.
 - 4.5.1.3 Sex.
 - 4.5.1.4 File number.
 - 4.5.1.5 Clear and definitive diagnosis.
 - 4.5.1.6 Comorbid condition and precaution if any.
 - 4.5.1.7 Clinical features.
 - 4.5.1.8 Reasons for request.
 - 4.5.1.9 Referral date.
 - 4.5.1.10 Physician name, designation, signature and contact information.
- 4.6 If any referral information incomplete, the therapist has to ask the patient kindly to return to his/her physician in order to complete the referral information.
- 4.7 When the therapist undertakes one of the cases referred to him and notices that the patient needs one of the other services at the centre, a discussion takes place with the therapist in the other specialty and the rehabilitation doctor about this case.
- 4.8 For referral outside the hospital, rehabilitation doctor examines the patient and completes all investigation, and then doctor writes a report for the child, fills out the referral papers, and submits them to the referral department. In this cases:
 - 4.8.1 If the child's condition does not qualify for treatment in the rehabilitation centre
 - 4.8.2 If he needs services that are not available in the rehabilitation centre
 - 4.8.3 If their treatment required to be multidisciplinary in inpatient department

5. MATERIALS AND EQUIPMENT:

- 5.1 Rehabilitation Services Referral Form. (Electronic)
- 5.2 Consultation form. (Electronic)

6. RESPONSIBILITIES:

- 6.1 All Rehabilitation staff in the department.
- 6.2 All physicians referring for Rehabilitation centre
- 6.3 All Nurses

7. APPENDICES:

8. REFERENCES:

- 8.1 Polices & procedures of rehabilitation centre in KKGH-Hail.
- 8.2 Polices & procedures of rehabilitation centre in KKGH- Hafer-Albatin.
- 8.3 Polices & procedures of Physiotherapy Department MCH- Al-jouf.

9. APPROVALS:

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