

**THIS IS ONLY A SAMPLE!!! PLEASE WRITE YOUR OWN BASED ON THE  
SPECIFIC NEEDS/SITUATIONS OF YOUR PRACTICE  
COMMUNICATION BETWEEN PCP AND  
MEDICAL SPECIALIST AND/OR ORGANIZATIONAL PROVIDERS**

**POLICY:**

                    PRACTICE SITE                     shall ensure that patients will receive continuity and coordination of medical care with medical specialists and medical organizational providers.

**PURPOSE:**

                    PRACTICE SITE                     shall ensure the continuity and coordination of care for all patients through the exchange of information in an effective, timely and confidential manner, including patient-approved communications between primary care physicians and medical specialists/medical organizational providers. The primary care physician shall review all communications from medical specialists/medical organizational providers relating to the diagnosis, treatment and referral of medical disorders commonly seen by the above mentioned specialty providers, and the timely access for appropriate treatment and follow-up for individuals referred to specialty/organizational providers.

**GUIDELINES:**

1. The primary care physician shall identify any patient requiring a medical specialist/medical organizational provider referral.
2. The office shall provide a referral, as required, to the medical specialist/medical organizational provider including patient demographic and clinical information.
3. The patient shall sign a release of information in the event medical records are requested by the medical specialist/medical organizational provider. Documentation must be noted in the patient's medical record if the patient refuses to sign a release of information.
4. Communication between the medical specialist/medical organizational provider should occur within two weeks of initial and/or follow-up evaluations by the medical specialist/medical organizational provider.
5. Communication between the primary care physician and the medical specialist/medical organizational provider may occur via mail, fax or telephone call (followed by documentation of the telephone call in the medical record and/or a hard copy of the communication).
6. Following receipt from the medical specialist/medical organizational provider, the primary care physician shall review and sign all communications and notify the patient of results as appropriate.