

Q-Pulse Database	DIAIMA	
Document Number	EP-4	
Document Title	Referral Procedure and Referral Criteria	

## 1. Objective

To ensure that the referrer provides sufficient information for the patient and the referrer to be identified and provides sufficient clinical information for the exposure to be authorised by the practitioner or operator (under specific procedure).

## 2. Referral Procedure

### Electronic referral / request card

An electronic referral or request card (or suitable alternative e.g. letter) will be completed by the referrer and be available to the practitioner and operator before a procedure can be carried out, or in the case of a dental exposure a record may be made in the dental notes immediately following the exposure.

Where the referrer, operator and practitioner are the same individual, then a formal request need not be made, but a record of the request may be made in the patient's notes and clearly show the referrer's name.

### Information on Referrals

The following information should be included on a referral or within the dental notes:

#### Essential

- Patient's surname
- Patient's forename
- Date of Birth
- Address
- CHI Number (if allocated)
- Examination requested
- Sufficient clinical information relevant to justify the medical exposure requested
- Indication of pregnancy, LMP and breast feeding as appropriate
- In the case of pregnant patient indication that a risk benefit discussion has taken place
- Indication of known potential medical complications associated with examination requested e.g. allergy, renal function (for CT contrast)
- Signature of referrer (this may be physical or in terms of an electronically validated request)
- NAME of referrer
- Date of referral
- Name of consultant (if appropriate)
- Hospital / Ward / Department / GP surgery

#### Useful

- Sex
- Patient contact telephone number if available
- Address to which to forward report / contact telephone number for referrer
- OP transport requirements
- Mode of transport if ward patient

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### Changes to Non-Clinical Information on Request Cards

For any request card found to be incomplete, every reasonable effort should be made to obtain any missing information by contacting the referrer. If this is not possible the examination will not be undertaken and the request will be returned to the referrer.

### Changes to Clinical Information on Request Cards

Clinical information on any request card may only be modified by a practitioner, or an appropriately trained operator as described in Level 2 procedures, and these changes should be initialled.

## 3. Referral Criteria

NHSGGC is required to provide the referrer with referral criteria for all specific investigations involving ionising radiation, together with the associated radiation doses.

General referral criteria are given in the Royal College of Radiologists web tool, "Referral Guidelines: Making the best use of Clinical Radiology;- iRefer".

These RCR recommendations are available on the Intranet.

Dental Notes prepared by the Oral Health Directorate will be the referral criteria for dental exposures.

Specific Nuclear Medicine referral criteria are available on the GGC Internet.

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