

Referral process for Inpatient Admission

1

Phone Intake on
9420 9340 for Patients and Families
9420 9250 for GP's and Psychiatrists

2

Intake Clinician will require:

Patient's name | Address | Contact numbers | Health Insurance details
Date of Birth | Outline current issues | Current regime
Previous treatments | Any risk history or potential risk factors

Fax referral letter to: 9420 9351

3

Referrals for Admission

Intake clinician will contact duty psychiatrist, registrar, or manager of specialist program to discuss referral

4

Intake clinician will contact patient

Any additional information will be obtained (including current risk assessment) and the patient will be informed of the outcome of their health fund check

5

Intake clinician will discuss with referrer

Suitability of referral according to entry criteria of program
Patient's health insurance status

6

If admission criteria is met and Psychiatrist is willing to admit:

Patient will be contacted to arrange admission time. Referring doctor will be notified of patient's admission date and their treating psychiatrist.

Following patient discharge, a nursing discharge summary will be sent to the referrer