Referral process for Inpatient Admission

1

Fax referral letter to (03) 9420 9351
Attention – Inpatient Intake Service
Address referral to:
'Dear Doctor at The Melbourne Clinic' or the Psychiatrist of your choice

2

Referrals should include:
Patient's name | Date of Birth | Address | Contact numbers
Health Insurance details
Outline diagnosis | Current issues | Current regime
Previous treatments | Risk history | Current potential risk factors

3

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.

4

Inpatient Admission is planned
An Intake clinician will contact the appropriate psychiatrist/s, and/or the manager of specialist program, to discuss the patient referral.
An appropriate admitting psychiatrist will be allocated following confirmation of patient requirements, and suitability for the inpatient program.

5

Where the admission criteria is met and a suitable admitting psychiatrist is allocated
The patient will be contacted to arrange and admission time.

6

Where the patient is not suitable for an inpatient admission
The referrer will be contacted in the event that we are unable to arrange an admission for a patient.
We will advise of the reasons why the referral was not accepted, and make recommendations for alternative services that may be more appropriate for the patient.

7

Following patient discharge
Pending patient consent, a Nursing Discharge Summary and Medical Discharge Summary will be sent to the referrer.