

## Inpatient Referral Process - For Admission

- 1** Phone Intake on **03 9526 0258** or fax referral to **03 9521 7510**
- 2** **Intake Clinician will require:**  
Full patient details, a clinical history and insurance details
- 3** **Referrals for Admission**  
Intake clinician will contact the psychiatrist, registrar or manager of specialist program to discuss referral
- 4** **Intake clinician will contact patient**  
to obtain additional information and inform patient of health fund details
- 5** **Intake clinician will discuss with referrer**  
Suitability of referral according to entry criteria of the program and the patient's health insurance status
- 6** **If admission criteria is met and the psychiatrist has accepted the referral:**  
The referring doctor will receive confirmation of the patient's admission.
- 7** **Following patient discharge, a medical discharge** summary will be sent to the referrer