

# Referral process for Inpatient Admission

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## Phone Intake on 9526 0258



### 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: 9521 7510



### Referrals for Admission

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



### 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 fun check



### Intake clinician will discuss with referrer

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



### 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 medical discharge  
summary will be sent to the referrer

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#### The Victoria Clinic

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