

REFERRAL FORM FOR RESPIRATORY REHABILITATION

Patient Name: _____

Address: _____

DOB: _____

Home Telephone: _____ Cell: _____

Next of Kin Name: _____ Tel: _____

Health Card #: _____ Version Code: _____

Family Physician: _____ Tel: _____

Please fax this referral sheet along with the following documents:

Detailed, typed medical letter/medical summary stating reason for referral.

Relevant, available test results:

- Pulmonary Function/Spirometry (PFTs)
- Cardiac investigation
- Arterial Blood Gases (ABGs)
- Chest x-rays
- Chest CT scan
- Other Specialist Reports

✦ If referring from acute care, please **also** include the following:

Hospital discharge summary (if available) & current MAR (Medication Administration Record)

Complete online RM&R referral (if you have access)

Referring Facility: _____

Referring Physician: _____ OHIP Provider #: _____

Signature of referring Physician/Discharge Planner: _____

Doctor's office fax all documents to 416-243-3696
Acute Care facilities fax all documents to 416-243-3900

If you have any questions please call 416-243-3631



REFERRAL PROCESS INFORMATION SHEET

1. Referring physician or facility to complete the referral form and fax it to the number indicated on the form. Please also include as many of the required consultation and diagnostic reports as possible.
2. Once the referral is received, one of our respirologists will review the application and determine if the individual is a potential candidate for the program. The respirologist may request more information from the referring physician/facility if deemed necessary.
3. If the individual is a potential candidate, an appointment to come to one of the respirology clinics (Tuesdays and Wednesdays) will be made. This appointment involves a thorough assessment with a respirologist and possibly for some tests (ABGs, PFTs, chest x-ray) if the reports were not included with the referral form.
 - If the individual is home, the Respiratory Medicine office will contact the person directly at home to provide him/her with the appointment details.
 - If the individual is in an acute care facility, the program coordinator will contact the person who made the referral (usually a discharge planner/social worker) to provide them with the appointment details.
4. The clinic appointment is booked as soon as possible; however, the tests are difficult to book due to limited availability, and it may take a few weeks before space is available for the tests. Hence, if the required tests can be done prior to applying to the program, it will help in getting a clinic appointment sooner.
5. On the day of the appointment, the individual will come to the Main Building and go to the following room(s):
 - a. If tests are required, the individual should check-in at the **Respiratory Medicine office (room 126)** where someone will bring him/her to the appropriate test location.
 - b. Once the tests are done and it is time to meet with the Respirologist in the clinic, the individual will go to the following room:
 - If the appointment is on a Tuesday, the individual will go to our **Ambulatory Clinic (room 133)** on the main floor, in the Main Building.
 - If the appointment is on a Wednesday, the individual will go to the **Respiratory Clinic (room 136)** on the main floor, in the Main Building.
6. On the day of the appointment, the individual or the referring facility should make sure to arrange transportation to and from the hospital.

- a. If only meeting with the respirologist, the duration of the appointment is on average 1-2 hours.
 - b. If tests are required, the duration of the appointment could range from 2-5 hours.
7. Individuals who are frail or who are coming from an acute care facility should have someone with them (family member, friend, or hospital staff if more assistance or monitoring is required).
8. **Individuals should ensure to bring the following to the appointment:**
 - a. A list of all current medications
 - b. A list of questions they may want to ask
 - c. Enough oxygen supply to last for the duration of the appointment and for the ride back home or back to acute care
 - d. Water and snacks (however there is a cafeteria onsite)
 - e. Any medication that is scheduled during the appointment time
9. Once the individual is assessed and approved to join our program, the coordinator will meet with him/her in the clinic to provide all the necessary details about the program and an admission date.

Thank you for your interest in our program.

-----Patient Portion-----

Appointment location: West Park Healthcare Centre, 82 Buttonwood Ave, Toronto, M6M 2J5.
Main Building, main floor in the following room(s):

- a. If tests are required, please check-in at the **Respiratory Medicine office (room 126)**.
If no tests are required, please go to the appropriate room as indicated below.
- b. When it is time to meet with the Respirologist please go to the following room:
 - On a Tuesday, please go to our **Ambulatory Clinic (room 133)**
 - On a Wednesday, please go to the **Respiratory Clinic (room 136)**

Appointment duration: If only meeting with the Respirologist, the average duration is 1-2 hours. If tests are required, the duration could range from 2-5 hours.

What to bring:

- Health Card
- A list of all current medications
- A list of questions you may want to ask
- Enough oxygen supply to last for the duration of the appointment and for the ride back home or back to acute care
- Water and snacks (however there is a cafeteria onsite)
- Any medication that is scheduled during the appointment time