



## REFERRAL PROCESS INFORMATION SHEET FOR PATIENTS WHO ARE IN ACUTE CARE

1. Referring facility to complete the online RM&R referral (if available). Otherwise, the 1 page referral form found on our website must be completed and faxed to 416-243-3900 with the extra documents required.
2. The following extra medical information **MUST** also be included:
  - a. medical summary/admission note
  - b. Respiriology consult report(s)
  - c. Physio/OT initial assessment and progress reports
  - d. Medication list
  - e. Diagnostic test reports (X-ray, CT, ABGs, PFTs, Echo, etc..)
  - f. Any other relevant consultation reports (i.e. cardiology, psychiatry, oncology, SLP, Social Work, etc...)
  - g. **INCOMPLETE REFERRALS WILL DELAY THE REVIEW PROCESS**
3. Once the referral is reviewed and the individual is deemed a potential candidate, the program coordinator from West Park will contact the person who made the referral (discharge planner/social worker) to provide them with the appointment details for a virtual assessment via Zoom.
4. Individuals who have no language barriers, are functionally safe, competent and capable of providing a good medical history do not require any one else present for the assessment. Otherwise, we advise that either a family member, social worker, therapist, or interpreter be present.
5. During the Zoom assessment, the physician will ask the patient to provide a medical history and to demonstrate how they transfer and ambulate. The assessment will typically take 30-45 minutes.
6. Once the individual is approved to join our program, the coordinator will provide all the transfer/admission details and program information to the discharge planner/social worker.

Thank you for your interest in our program.