

Radiation Oncology Consultations

Policy: To assure that the Department of Radiation Oncology's policy and procedures for providing consultation services meet organization standards and that Radiation Oncology staff are aware of department's specific requirement prior to scheduling patient for consultation.

Procedure:

1. The Medical Director is responsible for accepting all referrals, consultations, or contractual agreements. Department hours are Monday – Friday 7:30 am to 4:30 pm, emergency staff are available after hours and holidays. Contact hospital operator for physician on call.
2. All consultations will be ordered on Invision. In the event that the Hospital Invision system is down, written consultations will be hand delivered to the Radiation Oncology Department with the pertinent clinical information. Out patient consultation requests shall include a current phone number and address for scheduling patient
3. Consultations request must include pertinent medical information, physician signature and beeper number
4. Proper clinical staging/work-up must be completed prior to scheduling consultation. If clinical staging is not complete the nurse scheduling patient must inform Radiation Oncologist for approval prior to scheduling.
5. Histopathologic diagnosis report of malignancy is required. If pathology report is not available, Radiation Oncologist must be informed prior to scheduling patient. The Radiation Oncologist may waiver pathology if he/she feels a medical evaluation is needed.
6. Out patient consultations will be scheduled and seen within 48 hours or at patient's convenience, if all clinical staging is completed.
7. In patient consultations will be scheduled and seen within 24 hours, if all clinical staging is completed. Radiation Oncologist shall be informed if staging or pathology reports are not available; he/she can waiver the documentation.
8. Emergency consultations are to be carried out within 4 hours from the time it is requested Emergency coverage is available after hours, weekends, and holidays. Physicians and therapist are on call and be notified through the hospital operators which have a current call back list.

Written: April 19, 1995

Reviewed: 1996, 97, 99, 00, 01, 03, 05, December 2008

Revised: 1998, 06, 07