CONSULTATION POLICY

Purpose:

To delineate policies and procedures for the timely completion of consultations. To provide guidelines for the interaction between attending physicians and consultants to ensure quality patient care.

Policy:

1. A request for a consultation shall be noted in the physician’s orders.

2. The consultation request form shall be completed and placed on the patient’s medical record. The form should indicate the current date, time, reason for consultation, requesting physician’s signature, printed name, hospital service, and beeper number.

3. The physician (or designee) requesting the consultation shall contact the service to be consulted.
   a. Routine inpatient consults should be answered within 24 hours. Routine outpatient consultations shall be answered within the time frame requested. All requests for consults shall be immediately communicated, other than those for routine clinic appointments and accompanied by a legible written consultation request form.
   b. Emergency or stat consultations should be requested only when there is an emergency or urgent need for the consultation. The consultation form will remain on the chart. The physician will notify the Clinical Service directly of the need for the consultation, giving the patient’s name and location.

4. A monthly listing of designated consultants for each clinical service is published and available at the Switchboard.

5. Problems obtaining consultations should be directed to the attention of Hospital Administration.

6. The consultant physician shall evaluate the patient and complete the consultation form in a timely manner.
7. The consultant shall make recommendations regarding testing, medications, and subsequent management.

8. The consultant should stipulate his plan of continued involvement and sign off the case when appropriate.

9. If additional input from a consultant is needed at a later date, a new consultation order should be initiated.

Administrator

2/18/04

Date

Approved by Clinical Board: 2/17/04
Written: 2/04
Revised:
Reviewed: