Form information

The **Patient Information and Referral Form** needs to be completed for **all referrals** to CHI. Please ensure all relevant sections are completed, particularly demographic and funding information.

**All forms can be faxed to (02) 5124 1082.**

Some referrals require additional referral documentation. These include:

Medication administration:

* **Medical Officer Order for Medication Administration.**
* Must be signed by a medical officer and use date format day/month/year.
* The first dose must be given by a medical officer; please provide details of when that occurred.
* The patient must supply the medication.
* Please clearly note medication name, dose, route, frequency.
* Please clearly note the start and end date for medication administration using format day/month/year.

Wound dressing:

* **CHI Treatment Order (signed by Medical officer)**:
* Must be signed by a medical officer and use date format day/month/year.
* description example below:
  + *Clean* with Normal Saline
  + *Apply* Jelonet
  + *Cover* with combine
  + *Support* with Tubiform
  + *Change* 3 times/week
  + *Review* in plastics clinic on 1 week

Any interventions that involve a urinary catheter:

* **Medical Officer Order for Urinary Catheter Management**
* Must be signed by a medical officer and use date format day/month/year.
* Please ensure all sections are completed.

Drain management:

* **CHI Treatment Order**
* Must be signed by a medical officer and use date format day/month/year.
* Must include the following information:
  + The type of drain.
  + How frequently to monitor output e.g. monitor drain output daily.
  + When to remove drain e.g. remove drain when output <30 ml/day for 2 consecutive days or on a specific date.

\*Please note all community nursing referrals require 24 hours notice prior to commencing the service. **Please fax ASAP to (02) 5124 1082.**

QE2

Complete the **Patient Information and Referral Form**, however referral must be placed in the parent’s name. The baby’s details are to go in the section marked “Baby’s Details”.