

REFERRAL GUIDELINE

BREAST SERVICE

DIRECTOR: PROFESSOR BRUCE MANN

TARGET AUDIENCE

Referrers to the Breast service

PURPOSE

- To assist health professionals with the referral process.
- To ensure all relevant clinical and administrative information accompanies referrals to ensure timely referral processing.

BREAST SERVICE: REFERRAL REQUIREMENTS

- A completed Peter Mac referral form, addressed to a named clinician – referral form and further information available at www.petermac.org/referrals
- Reports and images for mammogram, breast ultrasound, and all relevant staging investigations including CT scan, bone scan, MRI and others.
- Pathology reports for biopsy, applicable surgical procedures, blood tests, and others
- Operation notes if available
- Note: Second opinions will be triaged and managed accordingly

BREAST SERVICE CLINICS RUN AT PARKVILLE EACH MONDAY, WEDNESDAY AND FRIDAY MORNING AND WEDNESDAY AFTERNOON

- Urgency and clinic allocation are determined by referral content; all referrals will be triaged within 48 hours.
- All new patient referrals are assessed by multi-disciplinary teams.
- Referral forms must include all requested information and patients should bring, wherever possible, copies of any diagnostic imaging, preferably on CD, to their first appointment.
- For all appointment enquiries, or if you are concerned with the appointment time allocated to your patient, phone Patient Registrations on 03 8559 5020 or email referrals@petermac.org

REQUESTING A SECOND OPINION

Please clearly state on the referral form that you are requesting a second opinion and provide a comprehensive summary of all previous treatment including copies of correspondence from previous treating specialists, operation notes, scan reports etc.

FOR ALL BREAST SERVICE ENQUIRIES, CONTACT

For general enquiries please contact the Breast tumour stream administrator:

Phone: 03 8559 7422

For clinical enquiries contact the appropriate Nurse coordinator

Sarah Pratt (Mon, Weds, Fri and alternate Tues & Thurs)

Nurse Coordinator: Breast Service

Phone: 03 855 97422

Email: sarah.pratt@petermac.org

Lisa Sheeran (Mon, Wed, Fri and alternate Tues & Thurs)

Nurse Coordinator: Breast Service

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AUTHORISED BY

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AUTHOR/CONTRIBUTORS

Lisa Sheeran, June 2017