

## REFERRAL GUIDELINE

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# HEAD AND NECK SERVICE

**DIRECTOR: ASSOCIATE PROFESSOR DAVID WIESENFELD**

### TARGET AUDIENCE

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Referrers to the Head and Neck service

### PURPOSE

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

### HEAD AND NECK SERVICE: REFERRAL REQUIREMENTS

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- A completed Peter Mac referral form, addressed to a named clinician – referral form and further information available at [www.petermac.org/referrals](http://www.petermac.org/referrals)
- EUA and/or Operation Notes.
- Histopathology report.
- All relevant diagnostic imaging CD's and reports.
- Information of previous cancer treatment – e.g. Radiotherapy and Institute.
- Please advise if your patient requires an interpreter and/or accommodation.

### HEAD AND NECK UNIT HAS A MULTI-DISCIPLINARY CLINIC AT PARKVILLE EACH TUESDAY AND THURSDAY MORNING

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- Urgency and clinic allocation are determined by referral content; all referrals will be triaged within 48 hours. We aim for all new patients to have an appointment within 7 working days.
- 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](mailto:referrals@petermac.org)

## **REQUESTING A SECOND OPINION**

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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 HEAD AND NECK SERVICE ENQUIRIES, CONTACT**

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**For general enquiries please contact the Head and Neck tumours stream administrator:**

Phone: 03 8559 7828

**For clinical enquiries contact the appropriate Nurse coordinator**

Wendy Poon

Head and Neck Service Nurse Coordinator: Radiation/Medical Oncology

Phone: 03 8559 5000 (Switch)

Pager: 1110044

Email: [wendy.poon@petermac.org](mailto:wendy.poon@petermac.org)

Meiling Zhou

Head and Neck Service Nurse Coordinator: Surgical Oncology

Phone: 03 8559 5000 (Switch)

Pager: 1110138

Email: [meiling.zhou@petermac.org](mailto:meiling.zhou@petermac.org)

## **AUTHORISED BY**

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Associate Professor David Wiesenfeld

## **AUTHOR/CONTRIBUTORS**

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Wendy Poon, June 2016