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## REFERRAL GUIDELINE

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# UPPER GASTROINTESTINAL SERVICE

**DIRECTOR: ASSOCIATE PROFESSOR BEN THOMSON**

### TARGET AUDIENCE

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Referrers to the Upper Gastrointestinal 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.

### UPPER GASTROINTESTINAL 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)
- Background information and reason for referral.
- Scan Reports.
- Operation and Endoscopy reports.
- Histology
- Results of blood tests including tumour markers, [e.g.ca19.9 for pancreatic cancer/Cga Neuroendocrine].

**THE UPPER GASTROINTESTINAL SERVICE HAS OESOPHAGO-GASTRIC, HEPATO-PANCREATICO-BILIARY AND NEUROENDOCRINE CLINICS. THE CLINICS RUN AT PARKVILLE EACH MONDAY MORNING AND WEDNESDAY AFTERNOON. THE NEUROENDOCRINE CLINIC ALSO RUNS ON MONDAY MORNING.**

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- 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.
  - 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)
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## **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 UPPER GASTROINTESTINAL SERVICE ENQUIRIES, CONTACT**

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**For general enquiries please contact the Upper Gastrointestinal tumours stream administrator:**

Phone: 03 85597584 or 03 85597585

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

Meg Rogers

Nurse Coordinator: Upper Gastrointestinal Service

Phone: 03 8559 7944

Email: [megan.rogers@petermac.org](mailto:megan.rogers@petermac.org)

## **AUTHORISED BY**

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Associate Professor Ben Thomson

## **AUTHOR/CONTRIBUTORS**

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Meg Rogers, June 2016