REFERRAL GUIDELINE

UPPER GASTROINTESTINAL SERVICE

DIRECTOR: ASSOCIATE PROFESSOR BEN THOMSON

TARGET AUDIENCE

Referrers to the Upper Gastrointestinal 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.

UPPER GASTROINTESTINAL 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
- 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.

- 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
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 UPPER GASTROINTESTINAL SERVICE ENQUIRIES, CONTACT

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

AUTHORISED BY

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AUTHOR/CONTRIBUTORS

Meg Rogers, June 2016