

Guideline for Referrals Outside Taranaki

Approval

All referrals for investigations / diagnostics / treatment sent outside the Taranaki region need to be approved by a Hospital and Specialist Services (H&SS) Service Director before the referral is sent.

Patient Travel

National Travel Assistance is available for some patients, who meet national criteria, which can be found in the “National Travel Assistance Scheme” pamphlet. This pamphlet is available in the Outpatient areas and the Patient Travel Administrator’s contact information can be found on the back of this pamphlet. Please be aware that all patients eligible for this assistance will travel **via surface transport** (e.g. car or bus), unless there is a clinical reason to restrict this form of travel.

NB: All outsourced referrals from H&SS are automatically sent to Patient Travel.

Process for Specific Referrals outside Taranaki

Barium Swallows: Barium Swallows are now performed at MidCentral DHB. However, all referrals still need to be ordered via Fulford Radiology to ensure a single point of entry for requests for diagnostic radiology. The referrals are then sent to the Hospital Services Admin Team for processing and emailing to MidCentral DHB.

Breast MRIs (Broadway Radiology): these are performed at Broadway Radiology in Palmerston North. The forms are available in Surgical OPD or via the Breast Nurse. Please send the referral to the Hospital Services Admin Team for the Service Director’s approval, following which the signed form will be emailed to Broadway Radiology.

Cardiac MRIs: The referral letter needs to be sent to the Hospital Services Admin Team for the Service Director’s approval **prior** to being sent.

Neurophysiology Tests (i.e. NCS-EMG/EEG): Neurophysiology tests are currently being performed at Dr Chris Lynch’s private rooms in Hamilton. Please send the referral to the Hospital Services Admin Team for processing and emailing to Dr Lynch’s rooms.

PET Scans (Pacific Radiology): please send the completed PET Scan request form to the Hospital Services Admin Team for approval. The form is then signed by a Service Director **prior** to being emailed to Pacific Radiology. Pacific Radiology will not book the patient for an appointment until they receive the appropriate approval.

Please note: if the referral does not meet the National PET Scan Criteria, this referral will need to be approved via the Clinical Directors in the first instance.

SPECT Scans: these are performed at Waikato DHB. The referral letter/form needs to be sent to the Hospital Services Admin Team for the Service Director’s approval **prior** to contact with Waikato.

If you have any queries about the above or other outsource referrals/investigations please do not hesitate to contact Hospital and Specialist Services for clarification.

Department: Hospital Services	Responsibility: Hospital Services Administration Team	
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Caveat: The electronic version is the Master copy and in the case of conflict, the electronic version prevails over any printed version.		

Contact Details:

Hospital Services Admin Team, Hospital and Specialist Services, Level 3, Taranaki Base Hospital.

- HospitalServices.AdminTeam@tdhb.org.nz
- Extn 7617
- Fax 8870 (internal)

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