

FYI — Providing Referrals

It is suggested that a referral to another provider include —

- name of the provider or agency
- range of services provided
- contact names and telephone and fax numbers, street addresses, e-mail addresses
- location/service area(s)
- hours of operation
- cost for services and acceptable methods of payment
- target population
- admission policies and procedures

It may also be helpful to include —

- competence in providing services appropriate to the patient's culture, language, sex, sexual orientation, age and developmental level
- eligibility
- application materials
- directions, transportation information, and accessibility to public transportation
- patient satisfaction with services