



Rancho Los Amigos National Rehabilitation Center PHYSICAL THERAPY DEPARTMENT POLICY AND PROCEDURE

**PROCEDURE FOR OBTAINING A PHYSICAL
THERAPY REFERRAL FOR PATIENT SERVICES**

Policy No.: 130
Revised: July 2021
Supersedes: July 201
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PURPOSE: To provide instructions on how to obtain a physical therapy referral for patient assessment, recommendation for treatment and physical therapy interventions.

POLICY: Requests for inpatient and outpatient Physical Therapy Services are made in the patient's electronic medical record by the patient's provider. Physical Therapy Orders for the appropriate service, including any precautions or parameters are entered into the electronic medical record of the patient.

PROCEDURE:

I. ASSIGNING PHYSICAL THERAPY REFERRALS FOR INPATIENT SERVICES

- A. The physician completes the order for Physical Therapy in the patient's medical record. The order will populate to the task list of the physical therapists assigned to cover that unit, team or service area.
- B. The Physical Therapy Area manager is able to monitor the area's task lists to ensure all patients with orders are assigned to a therapist.
- C. The designated physical therapist evaluates the patient, makes recommendations as appropriate and completes all necessary documentation in the patient's medical record (Refer to Physical Therapy Department Policy and Procedure #403, "Documentation: Evaluation, Progress and Treatment Records").

II. OUTPATIENT PHYSICAL THERAPY REFERRALS

- A. Orders for Outpatient PT services may arrive to outpatient via the electronic medical record, by e-Consult, or by fax (for non-DHS community referrals).

- B. Orders received in the electronic medical record system are scheduled without prior financial clearance and authorization. If appointment is scheduled in fewer than 10 days from the current date, the person scheduling is required to also contact Patient Financial Services (PFS) and request financial clearance for the scheduled visit.
- C. For orders received by e-Consult or from Community Providers,
 - 1. The Outpatient Physical Therapy Clinical Manager reviews the referrals to confirm appropriateness and to determine correct assignment for scheduling.
 - 2. The outpatient clerical staff notify Patient Financial Services (PFS) and request to initiate financial clearance and authorization of service.
 - 3. Once financially cleared the patients are booked to the appropriate therapist based on the service or specialty needs of the patients.


Director, Physical Therapy Department