



**Rancho Los Amigos National Rehabilitation Center  
Occupational Therapy and Recreation Therapy Department**

**RANCHO LOS AMIGOS**  
NATIONAL REHABILITATION CENTER

**POLICY AND PROCEDURE**

<b>SUBJECT: CONTINUITY OF CARE AND PATIENT REFERRALS</b>	<b>Policy No.:</b>	<b>307</b>
	<b>Revised:</b>	<b>January 2016</b>
	<b>Supersedes:</b>	<b>May 2013</b>
	<b>Page:</b>	<b>1 of 2</b>

**POLICY:**

To promote smooth transition of occupational therapy and recreation therapy services from one level of care to another and to help patients obtain needed services which are not available through the primary care therapist.

**POLICY**

1. To the extent possible, patients' therapy program will consider the care that preceded admission to acute rehabilitation and will include planning for post-discharge care.
2. If the services required by a patient cannot be provided, every effort will be made to refer the individual to other programs or services.

**PROCEDURE**

1. The treating therapist is responsible for reviewing the patient's medical health record regarding the patient's care and progress prior to admission for rehabilitation. If needed, telephone contact will be made to the in the referring hospital to augment the medical health record information.
2. Prior to discharge, the therapist, in conjunction with the case manager and other team members, plans for follow-up care and initiates ORCHID requests for referrals so that services can be instituted without delay. The plan may include one or more of the following:
  - A. Follow-up in RLANRC's medical clinic, (Transition to Community Order Sheet, Attachment A).
  - B. Outpatient occupational therapy at RLANRC (Transition to Community Order Sheet).
  - C. Referral to a community agency.
3. Frequently used referral sources for continuity of care are:
  - A. Driver Training: Refer to Departmental Policy No. 307.1 for referral procedure. For outpatient referrals, use the Outpatient Specialty Form.

- B. Assistive Technology Evaluation: For computer access, environmental controls or team evaluation, make referral to Rancho's Center for Applied Rehabilitation Technology (CART) by contacting the CART Occupational Therapist. For general overview of available assistive technologies, contact the CART Occupational Therapist. For outpatient referrals, use the Outpatient Specialty referral form.
  - C. Vocational Evaluation: Refer to Departmental Policy No. 307.2. For Outpatient referrals, use the Outpatient Specialty referral form.
  - D. State Department of Vocational Rehabilitation: Direct referrals may be made if the patient is eligible and appropriate for these services. The staff at Rancho's pre-vocational/vocational services will refer as appropriate.
  - E. For Home Health Agencies (see attachment B).
  - F. California Children's Services (CCS): (See Attachment C for referral procedure).
  - G. Other Referrals (e.g. Braille Institute): Contact individual agency/service for their referral procedure.
- 4. Consult with the Case Manager for coordination of services, covered benefits, and obtaining authorization for services if needed.
  - 5. Only a physician can refer a patient to another service within RLANRC.
  - 6. In some cases (e.g. when use of specialized treatment, equipment or set-up are involved), pre or post-discharge visits may be indicated to such facilities as nursing homes or CCS Medical Treatment Unit.
  - 7. Prior to or during the patient's first return to outpatient clinic, a follow-up phone call from therapist to other agencies to which patient was referred may be indicated (i.e. follow-up on outpatient therapy and equipment issues).

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Director, Occupational Therapy and Recreation Therapy Department

Signature(s) On File