

HOW TO WRITE AN INFUSION Referral



THE 5 R'S OF AN INFUSION REFERRAL

1 Right Patient

ALWAYS include the patient's demographic information (name, DOB, insurance, including copies of the cards, and contact information). This allows the clinic to contact the patient and begin the prior authorization process if needed.

2 Right Drug

3 Right Dose

4 Right Time & Frequency

5 Right Route

DIAGNOSIS CODES

Orders require a valid ICD-10 diagnosis code that is evident in the patient's medical records. To ensure a diagnosis code is billable, provide a code that is as specific as possible.

OFFICE NOTES

Typically, the clinic administering the treatment will handle the prior authorization of the medication. Not every prior authorization requires office notes, but that information does assist the clinic when ordering the medication.

Infusion Clinic Name: Best Infusions Inc.

Phone: 111-111-1100
Fax: 111-111-1122

Sample Order Form

REFERRAL STATUS

New Referral Order Renewal

1

PATIENT INFORMATION

Patient Name: John Doe DOB: 01/01/99 Sex: M F
Weight: 180 lbs/kg Phone #: 555-555-5555

Please check that the following are included:
 Patient demographics & Insurance information Clinical progress notes, H&P, labs, test results
 Current medication list

DIAGNOSIS

ICD-10 Code: E###.### Date of last infusion/injectable: 01/01/19

REFERRING PHYSICIAN INFORMATION

Physician Name: Jane Jones, MD Phone number: 123-456-7890
Practice Name: PCP Clinic Fax number: 123-456-7878
Office Contact: Regina George Email: referrals@pcpclinic.com

MEDICATION ORDER

2 Medication: Biologic 3 Dosing: 8mg IVP 4 Frequency: Every 2 weeks Comments: Verify pre-treatment protocol

Any additional information such as current medication(s) and observations can be outlined on a separate page with the same headings.

5

TYPE OF ACCESS

Peripheral PICC Midline Port Subcu I/M

Physician Signature: Dr. Jane Jones Date (order valid 1 year): 01/01/19

Make an effort to build a professional rapport with the infusion center's Infusion Referral Coordinator or the appropriate staff member in the center who manages new infusion referrals. Creating a relationship with the clinics you refer to most often can help both you and your patient feel comfortable during their infusion journey.

NICA

NATIONAL
INFUSION CENTER
ASSOCIATION

The National Infusion Center Association (NICA) is a 501 (c) (3) non-profit organization formed to improve patient access to office-administered intravenous and injectable medications and therapies. For more information about NICA, visit www.infusioncenter.org