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## *PROVIDER BULLETIN*

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### **Specialist Follow Up Referral Submission**

Specialists should request their own follow-up referrals for fastest processing, there is no need to request follow-up visits through the patient's primary care physician.

#### **Submit Follow Up Referrals**

- After evaluating patients during the initial consult, you may submit your own subsequent referrals through web or fax submission.
- There is no need to send the request to the PCP to request follow up referrals.
- If Preferred IPA determines patient needs to be re-evaluated by their PCP, patient will be redirected to PCP.

#### **Referral Notes/Medical Record Attachment:**

When requesting follow up referrals make sure to include the following information:

- Reason for requesting the referral
- Detailed explanation supporting the request and the pertinent portion of the medical record
- Include details regarding all conservative treatment tried

#### **Communication With Primary Care Physicians**

- After each visit with the patient, provide patient's PCP with The dictated visit report (if available) or chart notes.
- The primary care physician fax number is provided on each referral letter.

#### **To Submit Referrals Online**

- Log into the web referral system and submit the referral request

#### **To Fax Referral Forms**

- Fax to 800-873-2093
- Referral forms are available on our website

**If you have any questions, please contact Provider Relations at 818-265-0800.**