



Procedure for Faxing a Referral to the Emergency Department

In order to streamline the Emergency Department referral process, primary care physicians and sub-specialists may fax referral information to StatLine.

Choose the form you wish to use to submit your referral. The Emergency Department prefers electronically completed or typed forms due to the issue of legibility.

- The referral form should be **faxed** to StatLine at **513-636-4050** when completed.
- Once the form is faxed, please **call** StatLine at **513-636-1111** to verify the fax was received. We are requesting this to insure the proper handling of ED referrals. The ED cannot guarantee receipt of the fax unless you call.

Please note:

1. Information on the faxed form must be legible.

- If the StatLine operator is unable to read any of the information on the form, they will call the referring physician for a clarification.

2. Please do not use this system if the patient is being transferred by EMS.

- If the patient is that ill, the primary care physician should notify StatLine by phone.

3. Please fill in all the information on the Physician Referral Fax Form.

- ALL of the information is necessary to initiate an electronic Emergency Department record. The StatLine operators will type all of the information on the form into our electronic referral system exactly as it is written. That way, you can be assured your concerns will be relayed to the emergency physician.

4. If the patient requires a consult or is a direct subspecialty referral, the primary care physician will need to discuss the case with the consultant/sub-specialist prior to sending the patient to the ED. Please use Physician Priority Link (513-636-7997) to do this.

- The only exception is an orthopedic consultation for the purpose of acute fracture reduction. The StatLine operator will notify the orthopedics resident after receiving the fax.
- If a consultant/sub-specialist is involved, please indicate the name of the person you contacted and how they would like to be notified. If the name of the contacted consultant/sub-specialist is not included, the StatLine operator will call the referring physician for this information.

5. Please indicate if the referring physician wants to be notified in the event the patient does not present to the Emergency Department within 6 hours of the referral.

- Phone notification of this type is made between the hours of 9:00 AM and midnight.

If you have any questions or concerns related to this process, please contact Joseph Luria, MD at 513-636-7966.

Revised 5/19/08