



Cincinnati Children's Burnet and Liberty ED Referral Process

Before sending a patient to the Emergency Department, please complete ONE of the options below.

Option 1: Call the Access Hub

Call **513-636-9337** to discuss the referral with a triage RN to ensure the appropriate level and location of care. Available 24/7.

A call is REQUIRED for:

- ROSA or ROPA
- Trauma
- Orthopedic extremity fractures requiring reduction
- Central line with fever
- Fever in an immunocompromised patient
- Any other clinical concern you would like to review

A call is ALSO REQUIRED if:

- A consult is needed
- The referral is a direct subspecialty referral
- Admission is a possibility

Option 2: Electronic Referral (Epic or Epic Link)

Send via Epic (Cincinnati Children's providers) or Epic Link* (Non-Cincinnati Children's providers). Referrals may be placed by a provider or RN.

Steps:

1. In Epic Order Entry, search: 'Transfer Center Bed Request for Admission or ED Referral'
2. Complete required fields and sign the order.
3. After submitting, you may call 513-636-9337 to speak with a triage RN for care collaboration and to discuss the appropriate level and location of care. An RN may call on behalf of the PCP if appropriate.

**To obtain Epic Link access: Contact Physician Outreach and Engagement at 513-636-6033.*

Option 3: Fax ED Referral Form

Use only if phone or electronic referral is not available.

Steps:

1. Download and complete the [ED Referral Form](#).
2. Fax to 513-636-4050.
3. After faxing, call 513-636-1111, option 9, to confirm receipt and review with a triage RN.
4. Do not use this method if the patient is being transferred by EMS. Do not fax if an electronic referral was submitted.

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