


<p><b>Name of Policy:</b> <u>Referral policy – sports medicine</u></p> <p><b>Policy Number:</b> 3364-35-06</p> <p><b>Approving Officer:</b> President Provost and Executive Vice President for Health Affairs, Dean of the College of Medicine</p> <p><b>Responsible Agent:</b> Athletic Director</p> <p><b>Scope:</b> Athletic Department -Sports Medicine – Main Campus</p>	 <p><b>Revision date:</b> September 1, 2012 <b>Original effective date:</b> March 1, 2008</p>
<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy statement

The University of Toledo’s athletic sports program will refer student athletes to The University of Toledo medical facilities including but not limited to: University of Toledo Medical Center (UTMC) and The University of Toledo Main Campus Medical Center (UTMCMC) for medical care that is provided by these facilities. All student athletes will be referred to a University of Toledo facility unless the services needed are not provided or special services are required.

(B) Purpose of policy

The purpose of the policy is to define the process for expediting the admission and treatment for student-athletes at The University of Toledo medical facilities.

(D) Procedure

The Department of Intercollegiate Athletics will work directly with a multi-disciplinary team at The University of Toledo Medical Center (UTMC) to register, evaluate, and treat a University of Toledo student athlete.

- (1) Should an athlete need to be referred for services at UTMC, the team physician will call the liaison identified on sports medicine contact directory to notify them about a pending referral.
- (2) The hospital liaison will contact the clinic manager associated with the specialty referral to set up the appointment, which will usually be within twenty-four (24) hours.
- (3) The hospital liaison will register the student athlete and send them with the appropriate paper work directly to the correct department. In the event that services are needed after hours the athletic trainer should contact the emergency room department registration

## Continuity of care

- (1) The athletic department will maintain a continuity of care record including the following information:
- (a) Student athlete name
  - (b) Referring physician
  - (c) Diagnosis or condition
  - (d) Insurance information
  - (e) Estimated time of arrival
- (2) The hospital liaison should fax the continuity of care form that includes the physician order to the clinic managers at UTMC. The athletic trainer and/or student athlete needs to bring the form to the student medical center to facilitate the admission and treatment. The information including the order must be faxed prior to arrival at UTMC otherwise the process could be delayed.
- (3) Insurance Information

The athletic department should maintain a list of all student athletes, a copy of the student athlete's insurance information and a photo copy of the insurance card both front and back at the beginning of each semester.

<p>Approved by:</p> <p><u>      /s/      </u>  Lloyd A. Jacobs, M.D.  President</p> <p><u>September 24, 2012</u>  Date</p> <p><u>      /s/      </u>  Jeffrey P. Gold, M.D.  Chancellor and Executive Vice President for Health  Affairs, Dean of the College of Medicine</p> <p><u>September 3, 2012</u>  Date</p> <p><i>Review/Revision Completed by:</i>  <i>Athletic Department</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"> <li>• <i>Previous 3364-35-07 Referral policy – sports medicine approved September 18, 2009</i></li> </ul> <p><b>Initial Effective Date:</b> March 1, 2008  <b>Review/Revision Date:</b> September 18, 2009;  September 1, 2012  <b>Next review date:</b> September 1, 2015</p>
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