

## Referral process for Inpatient Admission

- 1** See your GP for a referral to Windsor Road Private Clinic
- 2** Fax referral letter to **02 9686 0534** or email to **wrpc@healthscope.com.au**  
Attention - Inpatient Intake Service  
**Address referral to:**  
'Dear Doctor at Windsor Road Private Clinic' or the Psychiatrist of your choice.  
**Referrals should include:**
  - Patient's name
  - Date of Birth
  - Address
  - Contact numbers
  - Health Insurance details
  - Outline diagnosis
  - Current issues
  - Current regime
  - Previous treatments
  - Risk history
  - Current potential risk factors
  - Current medication
  - Prior hospital admission details
- 3**
- 4** **Intake clinician will contact patient**  
Any additional information will be obtained (including current risk assessment) and the patient will be informed of the outcome of their health fund check.
- 5** **Inpatient Admission is planned**  
An Intake clinician will contact the appropriate psychiatrist/s, and/or the manager of specialist program, to discuss the patient referral.  
An appropriate admitting psychiatrist will be allocated following confirmation of patient requirements, and suitability for the inpatient program.
- 6** **Where the admission criteria is met and psychiatrist is allocated**  
The patient will be contacted to arrange admission time.
- 7** **Where the patient is not suitable for an inpatient admission**  
The referrer will be contacted in the event that we are unable to arrange an admission for a patient.  
We will advise of the reasons why the referral was not accepted, and make recommendations for alternative services that may be more appropriate for the patient.
- 8** **Following patient discharge**  
Pending patient consent, a Nursing Discharge Summary and Medical Discharge Summary will be sent to the referrer.  
Options for transitioning into an outpatient day program are available.