

# Day Stay Unit Referral Guidelines

## DSU LOCATION AND CONTACT DETAILS:

Level 2 South West Healthcare

Ryot Street Warrnambool VIC

3280

Tel: (03) 5563 1642 Fax: (03) 556 44 258 Email: [Ward1@swh.net.au](mailto:Ward1@swh.net.au)

### All referrals need to be made on the South West Healthcare (SWH) Day Stay Unit Referral Form

The SWH Day Stay Unit (DSU) offers treatment for patients who do not usually require an overnight hospital admission but require intravenous medication for medical conditions, venesections, blood transfusions and other specialist medical treatment requiring a day admission. Patients are only admitted for the length of treatment and required monitoring time, then discharged home the same day.

Patients referred for certain radiological-guided procedure do require an overnight hospital admission. In these instances, the patient is transferred to the SWH Short Stay Unit following their procedure. These procedures include:

- All lung biopsies
- All intra-peritoneal biopsies
- All pleural drainages
- All ascetic taps
- All therapeutic lumbar puncture procedures e.g. for intracranial hypertension

All planned referrals (for infusions and radiological-guided procedures as listed above) require the Day stay Unit Referral Form to be submitted to the SWH DSU. To optimize patient safety, only complete referrals with the relevant clinical information, will be accepted. Incomplete referrals will be sent back to the referring doctor with a request for additional information.

#### GENERAL EXCLUSIONS (for specific conditions: see below)

- Acutely unwell patients – refer to Emergency Department
- Non-Medicare eligible patients
- Patients < 18 years old

The following tables provides a guide for what is required to allow triage of the referral and outlines the referral management process:

TABLE 1: FOR <u>ALL</u> DSU REFERRALS	
<b>Investigations required prior to ALL referrals</b>	<p><b>All baseline pathology or available diagnostics required for the management of the referred condition.</b></p> <p>If further testing is needed prior to the clinic attendance, this will be notified to the referring practitioner after triage</p>
<b>Referral process</b>	<ul style="list-style-type: none"> <li>• The completed SWH DSU Referral Form is to be faxed to (03) 556 44 258 or Emailed to: <a href="mailto:Ward1@swh.net.au">Ward1@swh.net.au</a></li> <li>• All patients require a valid and current PBS script / BloodNet Authorization.</li> <li>• <b>An original copy of the PBS Prescription Script is required to be sent by mail to the DSU. The PBS Prescription cannot be sent to the DSU via fax or email.</b></li> <li>• Further information may be requested to allow triage of the referral if this is not available.</li> </ul>
<b>Referral triage (for <u>ALL</u> referrals)</b>	<ul style="list-style-type: none"> <li>• All referrals will be triaged by a multi-disciplinary team including a medical representative from the Acute General Medicine Unit.</li> <li>• Patients will be contacted to schedule an appointment.               <ul style="list-style-type: none"> <li>- Appointments will be available in under 30 days where clinically indicated.</li> <li>- Routine appointments will be scheduled outside of 30 days.</li> </ul> </li> </ul>

**CONTINUED BELOW**

**TABLE 2: FOR CERTAIN RADIOLOGICAL-GUIDED PROCEDURES**

<b>Referral process for the following procedures:</b> <ul style="list-style-type: none"><li>- All lung biopsies</li><li>- All intra-peritoneal biopsies</li><li>- All pleural drainages</li><li>- All ascetic taps</li><li>- All therapeutic lumbar puncture procedures e.g. for intracranial hypertension</li></ul>	<ul style="list-style-type: none"><li>• The completed SWH DSU Referral Form is to be faxed to (03) 556 44 258 or Emailed to: <a href="mailto:Ward1@swh.net.au">Ward1@swh.net.au</a></li><li>• Further information may be requested to allow triage of the referral if this is not available.</li></ul>
<b>Lumus Imaging</b>	<ul style="list-style-type: none"><li>• Lumus Imaging is the medical imaging vendor providing medical imaging services at SWH. The Lumus Radiologist is the Specialist who will decide if a radiological-guided procedure for a patient can be undertaken at SWH.</li></ul>
<b>Referral triage (for the above-listed referrals)</b>	<ul style="list-style-type: none"><li>• All referrals will be triaged by a multi-disciplinary team including a medical representative from the Acute General Medicine Unit.</li><li>• Patients will be contacted to schedule an appointment.<ul style="list-style-type: none"><li>- Appointments will be available in under 30 days where clinically indicated.</li><li>- Routine appointments will be scheduled outside of 30 days.</li></ul></li></ul>