

## REFERRAL GUIDELINE

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# SARCOMA SERVICE

**DIRECTOR: PROFESSOR PETER CHOONG**

### TARGET AUDIENCE

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Referrers to the sarcoma service

### PURPOSE

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- To assist health professionals with the referral process.
- To ensure all relevant clinical and administrative information accompanies referrals to ensure timely referral processing.

### SARCOMA SERVICE: REFERRAL REQUIREMENTS

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- A completed Peter Mac referral form, addressed to a named clinician – referral form and further information available at [www.petermac.org/referrals](http://www.petermac.org/referrals)
- Current medication list.
- All relevant diagnostic imaging CD's and reports.
- Histopathology reports.
- Please advise if your patient requires accommodation.

### SARCOMA SERVICE CLINICS RUN AT PARKVILLE EACH WEDNESDAY MORNING

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- Urgency and clinic allocation are determined by referral content; all referrals will be triaged within 48 hours.
- All new patient referrals are assessed by multi-disciplinary teams.
- Referral forms must include all requested information and patients should bring, wherever possible, copies of any diagnostic imaging, preferably on CD, to their first appointment.
- For all appointment enquiries, or if you are concerned with the appointment time allocated to your patient, phone Patient Registrations on 03 8559 5020 or email [referrals@petermac.org](mailto:referrals@petermac.org)

### REQUESTING A SECOND OPINION

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Please clearly state on the referral form that you are requesting a second opinion and provide a comprehensive summary of all previous treatment including copies of correspondence from previous treating specialists, operation notes, scan reports etc.

## **FOR ALL SARCOMA SERVICE ENQUIRIES, CONTACT**

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**For general enquiries please contact the Sarcoma tumours stream administrator:**

Isobel Butorac

Phone: 03 8559 7445

**For clinical enquiries contact the appropriate Nurse coordinator**

Emma Gardner

Nurse Coordinator, Sarcoma service

Phone: 03 8559 7780

Email: [emma.gardner@petermac.org](mailto:emma.gardner@petermac.org)

## **AUTHORISED BY**

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Professor Peter Choong

## **AUTHOR/CONTRIBUTORS**

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Emma Gardner, June 2016