

## HOW TO MAKE A REFERRAL

Referrals can be made 24 hours a day, 7 days a week! All referrals will be processed promptly, day or night, by our dedicated case managers. We look forward to treating your patients with the highest level of care and appreciate your choice to use *CONNALLY MEMORIAL INFUSION CENTER*.

Steps for Referring a Patient for Outpatient Infusion Therapy

1. Use the, Infusion Center, "IV Infusion Order Form"

2. Complete all required information or submit along with a facesheet \*(*If you do not complete the form and the information is not present on the facesheet, you will receive a telephone call in order to obtain required information*)

3. Fax "IV Infusion Order Form" with all appropriate Patient information to the toll-free fax number, <u>877-249-1191</u>, also on the bottom of the "<u>IV Infusion</u> <u>Order Form</u>"

4. Call Case Management at <u>830-477-0424</u> to notify the infusion center case manager

5. The patient's benefits will be verified and the appointment will be scheduled

## \*ALL STAT/URGENT REFERRALS WILL RECEIVE IMMEDIATE ATTENTION. PLEASE CALL <u>830-477-0424</u> TO NOTIFY CASE MANAGEMENT TO EXPEDITE THE PROCESS

<u>CONNALLY MEMORIAL INFUSION CENTER</u> looks forward to treating your Patients with the highest standards for IV infusion therapy.