Name of Policy: **Scheduling Outpatient Nutrition Consults** THE UNIVERSITY OF TOLEDO MEDICAL CENTER **Policy Number:** 3364-104-403 **Department:** Clinical Nutrition **Approving Officer:** Senior Hospital Administrator **Responsible Agent:** Chief Clinical Dietitian **Effective Date:** 4/1/2022 Clinical Nutrition Scope: Initial Effective Date: 5/1999 New policy proposal \mathbf{X} Minor/technical revision of existing policy Reaffirmation of existing policy Major revision of existing policy

(A) Policy Statement

Outpatient appointments for nutrition counseling are available to patients.

(B) Purpose of Policy

To arrange mutually agreeable times for patients to receive education/assessment.

(C) Procedure

Outpatient appointments for nutrition consults are available per MD consult.

Inpatients or patients from other hospitals/clinics requiring nutrition consultations should follow instructions below:

The consult must be requested on form NT004 #30917, *Physician Referral Form for Medical Nutrition Therapy/RD Services;* **fax** form to 419-383-3112 and mail original to Clinical Nutrition, Mail Stop 1062, Health Science Campus, 3045 Arlington Ave, Toledo, OH 43614-5805. This form must include the patient's name, medical record number, and reason for consult. An advanced practice provider or physician must sign the consult.

Patients referred from the UTMC clinics requesting nutrition counseling should follow the instructions below:

Enter nutrition referral into Athena. The consult can be ordered in either an Encounter or Order Group in the Assessment/Plan section. Click on Referral. Type "nutrition" in search field. Select Medical Nutrition Therapy or Nutrition /Dietitian Referral. Send referral via Athena Fax.

- 1. Once received, the consult is faxed to Central Scheduling. They will attempt to schedule an appointment within two weeks of receipt. Special arrangements will be made for patients who are unavailable during the established appointment times.
- 2. Scheduled consults are placed in a file in the Clinical Nutrition office and retrieved the day of the appointment.
- 3. Patients are called prior to the scheduled appointment to remind and verify date and time.
- 4. Clinical Nutrition or Central Scheduling will reschedule patients by phone if they are unable to make their appointment.
- 5. If a patient does not keep his/her appointment, and/or fails to schedule or reschedule a canceled/missed appointment, the RD will document this in the patients' medical record.

| Approved by: | | Review/Revision Date: |
|--|------------|----------------------------|
| | | 4/00 |
| | | 6/01 |
| / _S / | 03/10/2022 | 9/02 |
| Michele Lovett, RD, LD | Date | 5/04 |
| Chief Clinical Dietitian | | 5/05 |
| | | 6/2/2008 |
| /s/ | 03/10/2022 | 7/1/2011 |
| Russell Smith, B.S. Pharm D, MBA, BCPS | Date | 12/18/2012 |
| Senior Hospital Administrator | | 1/6/2016 |
| Semoi Hospitai Administrator | | 4/23/19 |
| Review/Revision Completed By: | | 3/7/2022 |
| Clinical Nutrition | | |
| | | Next Review Date: 4/1/2025 |