

# Hip & Knee Replacement Program

## HKRP Process Instruction Sheet for Referring Physician's Administrative Staff

Part of the Hip and Knee Replacement Program (HKRP) currently being implemented across the Toronto Central LHIN, is a new process for referrals, taking effect as of **31 May 2007**.

The key change to the process is the use of a standard ***Request for Consultation*** form that **should be faxed to Central Intake at 416-599-HKRP(4577)** for all hip and knee replacement surgery referrals.

*Please review the following instructions to familiarize yourself with the new process.*

### Referring Physician's Office

1. Complete the *Request for Consultation* (provided with Information Package). We strongly encourage you to complete all fields on the form and provide additional information where appropriate.
2. Fax the *Request for Consultation* to Central Intake at 416-599-HKRP(4577)

### Central Intake

3. The *Request for Consultation* will be reviewed for completeness by Central Intake administrative staff. If any of the required information is missing, you will be contacted by phone. If we are not able to reach you within 2 business days, an incomplete notification and the *Request for Consultation* will be faxed back to your office to be completed.
4. A complete *Request for Consultation* will be reviewed by an Advanced Practice Physiotherapist (APP) for appropriateness and triaged for assessment at an Assessment Centre or for a surgeon consult. The triage process also assesses the urgency of the referral.
5. If the patient is deemed not appropriate for surgeon consult at this time, your office will receive a notification stating the reason for the decision.
6. If the patient is deemed appropriate a notification will be faxed to your office stating what to expect next. Patients need to be informed of appointment dates and reminded to bring the items mentioned in the appointment letter.
7. If the patient is deemed an urgent case, Central Intake will communicate with the surgeon's office within 1 day of triage as urgent. The surgeon's office will then contact you to schedule a surgeon consult for your patient.