Insert practice name & information

Dear Dr. (insert name),

Re: (insert patient identifier)

I recently received:

* Your note declining my referral request to arrange for a consultation for the above-mentioned patient. You noted that the referral request\_\_\_\_\_ (insert reason, i.e., incorrect or outdated referral forms, did not include ------ information, etc.)
* Your note requesting that I order the following investigations for our mutual patient (Include the relevant tests and imaging)
* Your note requesting that I follow up on the investigation results (Include the relevant tests and imaging) that you ordered.
* Your note requesting I arrange a referral to a subspecialist.

I wanted to bring your attention to newly updated advice from [CPSO on Continuity of Care](https://www.cpso.on.ca/Physicians/Policies-Guidance/Policies/Continuity-of-Care/Advice-to-the-Profession-Continuity-of-Care) which notes that “*Referring physicians and consultant physicians share responsibility for ensuring patients can access the care they need*.” Although I am always eager to collaborate with you in the care of our mutual patients, I rely on your expertise, clinical judgement, and scope of practice in the specialized area of care you provide to avoid unnecessary delays, complexity and risk to patient care and safety.

As such, I ask that you:

|  |  |
| --- | --- |
| * Accept my consultation request
 | “*Consultant physicians can support referring physicians by accepting consultation requests, where possible,* e*ven if there are minor issues with the request, e.g., incorrect or outdated referral forms*. *Rather than having the referring physician make a new referral, there may be opportunities for the consultant physician to work with the referring physician to clarify any outstanding questions*.” ([CPSO](https://www.cpso.on.ca/Physicians/Policies-Guidance/Policies/Continuity-of-Care/Advice-to-the-Profession-Continuity-of-Care)) |
| * Order the investigations you recommend for our mutual patient:
 | As per [CPSO](https://www.cpso.on.ca/Physicians/Policies-Guidance/Policies/Continuity-of-Care/Advice-to-the-Profession-Continuity-of-Care) *“any physician who determines a test is needed is responsible for ordering that test, including tracking the results and managing any follow up that stems from that test*. *B*y ordering tests that they themselves have deemed necessary, physicians ensure that patient care is not unnecessarily delayed, and that their colleagues are not required to receive results or manage care that falls outside their scope of practice.”  |
| * Review and follow-up on these results directly with the patient.
 |
| * Directly coordinate the subspecialist referral.
 | The [CPSO clarified](https://www.cpso.on.ca/Physicians/Policies-Guidance/Policies/Continuity-of-Care/Advice-to-the-Profession-Continuity-of-Care) that once a consultant has accepted a referral and assessed the patient, *“the consultant physician rather than the referring physician is responsible for making the referral if they determine after an assessment that subspecialist care is needed*.”  |

The [CPSO](https://www.cpso.on.ca/Physicians/Policies-Guidance/Policies/Continuity-of-Care/Advice-to-the-Profession-Continuity-of-Care) explicitly clarified that “*Consultant physicians will need to provide appropriate follow-up care and handle any administrative work stemming from this care.”* This is in keeping with[OHIP’s Schedule of Benefits](https://www.health.gov.on.ca/en/pro/programs/ohip/sob/physserv/sob_master.pdf)(page GP15): *"being available to provide follow-up"* and *“making arrangements for any related assessments, procedures or therapy, and/or interpreting results"* are the *“responsibility of the physician who is billing for the insured service” (i.e., the assessment or consultation).*

Your help is appreciated and valued, and most needed within a health system that is increasingly challenging. I hope we can continue to collaborate in the best interests of our patients. Contact me if you want to discuss this further.

With many thanks,

Sincerely,

Dr. (insert name)