



THE OTTAWA HOSPITAL REHABILITATION CENTRE (TRC) PROCESS FOR REFERRING PARTNERS

REFERRALS TO **IN-PATIENT** ACQUIRED BRAIN INJURY, NEUROMUSCULAR/SPINE AND LOCOMOTOR/COMPLEX ORTHO:

1. Complete the Resource Matching and Referral (RMR) form fully
2. Attach:
 - Admitting History and Physical
 - PT/OT progress notes – last 2 progress notes of each
 - 3 days of nursing notes
 - Medication list
 - Relevant Diagnostic Imaging
 - Relevant and abnormal lab results
 - Recent medical consults or outstanding medical issues
 - ***NB - For Brain Injury, please also attach a MoCA and GOAT**
3. Encrypt and email the RMR plus attachments to Regional Subacute Coordinated Access at generalrehab@toh.on.ca.
 - Please provide your password in a separate email
 - Indicate your contact information clearly in the email so we can reach you
 - NB – if you are an EPIC Atlas Alliance hospital, complete the RMR in EPIC and email the MRN only (no need to encrypt)

*****NOTE – IF YOU CANNOT ENCRYPT AND EMAIL, FAX REFERRAL TO 613-737-6322*****

4. Your referral will be triaged to the most appropriate program at TRC
5. If you have sent an email, Coordinated Access will respond confirming the program to which we have triaged your referral and the coordinates of the contact person.
6. TRC will contact you with the decision and/or request further information
7. TRC may request a take-back agreement for accepted patients
8. If we believe your referral is better directed to a different subacute site, Coordinated Access will advise you of this.

PROGRAM	CONTACT PERSON
Acquired Brain Injury/ Neuromuscular/Spine	Nancy Waters - 613-737-8899 ext 75685
Locomotor/ Complex Ortho	Tennille Cottell - 613-737-8899 ext 79074

REFERRALS TO AMPUTEE AND RESPIRATORY:

1. Please fax a physician consult to attention:
 - Amputee: Dr. Nancy Dudek (Fax: 613-733-8336)
 - Respiratory: Dr. Jackie Sandoz (Fax: 613-736-9054)
2. Admission to these programs occurs from the community
3. You will be contacted by the respective physiatrist's office with a clinic appointment

NB – ALL REFERRALS FOR OUT-PATIENT REHABILITATION ARE FAXED TO 613-733-8336