

# ORDER INSTRUCTIONS

## AMBULATORY INFUSION SERVICES

HARBOR REGIONAL-HEALTH

www.ghcares.org

DEPT. PHONE: 360.537.5144

DEPT. FAX: 360.537.5165

- \* Please note AIS clinic does not accept all insurances.
- \* All blood/blood products transfusions must be prearranged by phone.
- \* Some insurances/medications require prior authorization, which may delay start date.
- \* AIS does not offer emergent or urgent care. Same day appointments are rare; please call if your patient has an immediate need.
- \* If a patient has mobility or physical disability that inhibits transfer to the treatment chair/bed, or is unable to perform activities of daily living, a caregiver must be present for the duration of the patient's treatment.
- \* Once complete referral is received, we will process the order and contact the patient to schedule.

The following items must be included with referral in order to expedite services for your patient:

- Demographic sheet with patient's name, birthdate, contact info, and insurance info.
- Order for procedure:
  - Order form must be filled out completely including appropriate ICD-10 code(s) and type of IV access (peripheral IV, PICC, Port, etc.).
  - Order must be signed by provider with HRHCH privileges.
  - If patient does not have a local PCP with privileges, an HRHCH hospitalists will cosign your order. The hospitalist will review the H&P or patient summary. If the hospitalist has specific questions, they will reach out to the referring provider. Please provide the referring provider's printed name, and a direct contact number.
  - The hospitalist service will not take over care of the patient.
  - Ordering provider must follow care for the duration of treatment or indicate appropriate follow-up plan and provider.
- PICC line insertion information (if applicable) including type of picc, date inserted, trim length, exposed length, baseline upper arm circumference, and date of last dressing change. For ports, please include a copy of patient's wallet card.
- Current H&P (within last 30 days)
- Current medication list