

**Novello Physicians Organization**

**Primary Care - Specialist Agreement**

**Purpose:**

To ensure providers communicate, coordinate, and collaborate to meet NPO-CIN’s mission: *To improve the health of our communities, enhance the experience and value of health care, and support our communities of care givers through the collective voice of independent physicians and our partners.*

To support the Patient Centered Medical Home Neighborhood (PCMH-N) concept: Primary Care Providers (PCP) have Patient Centered Home Medical (PCMH) practices and Specialists act as Neighbors to those homes.

**As a PCMH practitioner, Primary Care (PCP) agrees to:**

* Communicate to specialist reason for referral and urgency of referral and provide specialist with office note(s)/diagnostic testing pertinent to the referral.
* Inform patient of the need, purpose, expectations, and goals of the specialty visit.
* Obtain appropriate insurance prior authorization and testing and send information within the referral.
* Delineate to patient which office is responsible for scheduling the specialist consultation if PCP office is not scheduling the appointment. If patient has difficulty scheduling with specialist office, patient should be advised to contact PCP.
* Set patient and specialist expectations: will specialist manage the condition or is patient to be co-managed?
* While the patient is still under specialist care, forward any new relevant information to the specialist.

**As a PCMH Neighbor practitioner, Specialist agrees to:**

* Identify each patient’s PCP and, if patient does not have a PCP, emphasize to patient the importance of having and seeing a PCP to ensure preventive and chronic condition care can be provided.
* Inform the PCP if there is required diagnostic testing prior to making the referral.
* Understand PCP has overall responsibility for coordination of care provided to the patient.
* Provide appropriate and timely consultations.
* Promptly forward back to PCP for all patients, including self-referred: consultation reports, patient plan of care, specialist ordered lab and diagnostic testing results, and subsequent office visit notes.
* Consult with PCP regarding subspecialist referrals and share subspecialist notes with the PCP.
* Contact PCP’s office if unable to reach the patient to schedule appointment.
* Contact patient if patient does not show for scheduled appointment to determine if rescheduling can be done. If the patient does not reschedule and/or cannot be reached, contact PCP’s office.

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Physician Signature and Date Physician Name & Practice Name (please print)