Hopkins Access Line

Information We Need from Referring Physicians:

When calling the Hopkins Access Line, a Physician Referral Coordinator will ask for the following information:

1. **Attending Physician name and specialty.**
2. **Patient Location.** If the patient is at a hospital, please provide the floor, room number, and the telephone number of the floor nurses' station (not a patient room telephone number).
3. **Diagnosis and plan of treatment or procedure** (such as cardiac cath, CABG, open-heart, etc.) that the patient is being transferred to JHH to receive.

Once this information is obtained, the Physician Referral Coordinator will set up a conference call for the referring physicians with the appropriate on-call physician.

Next Steps:

1. Physicians will be asked to fax a copy of a demographic sheet to the HAL office. This should include the insurance information which will be used by the utilization review nurse for financial certification. **Demographic sheets should be faxed to: 1-410-614-2183.**
2. A Lifeline Communications Staff member will contact the floor for patient triage and transport information and determine the best appropriate method for transportation. (Factors such as acuity of patient, weather, and distance will be considered).
3. While an air or ground transport team is en-route to pick up the patient, the following additional information may be requested to expedite transfer and limit bedside time:
   - Copy of Chart.
   - Discharge Summary from the sending Hospital/Institution.
   - EMTALA/COBRA Transfer forms completed and signed from sending Hospital/Institution.
   - CMN/PCS Forms completed and signed (Physician Certification Statement/Certification of Medical Necessity).
   - Any Hard Copies of X-rays/Films that will be needed by the receiving department/physician.