VIRGINIA SURGICAL SERVICES
703-594-1583 | Secure fax 571-601-2937

Clinician referral

Complete this form and fax it with the relevant record. Call about time-sensitive referrals.

PATIENT AND COVERAGE

Patient legal name

Date of birth

Best patient phone

Patient address

Insurance plan

Member ID

REFERRAL REQUEST

- [ ] General surgery
- [ ] Vascular / endovascular
- [ ] Cardiac surgery
- [ ] Thoracic surgery
- [ ] Surgical oncology
- [ ] Endocrine surgery
- [ ] Orthopedics / sports
- [ ] Plastic / reconstructive
- [ ] PM&R
- [ ] Anesthesiology / pre-op
- [ ] Other / uncertain service

Focused referral question and working diagnosis

- [ ] Routine scheduling
- [ ] Prompt review requested
- [ ] Clinician call requested

REFERRING CLINICIAN

Clinician name and credentials

NPI

Practice / organization

Office phone

Direct callback

Return fax

Office contact

TIME-SENSITIVE OR EMERGENCY CONCERNS

Call 703-594-1583 for a time-sensitive referral. Fax alone is not real-time communication. Call 911 for an emergency.

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Referral records checklist

Send only information relevant to the referral question.

RECORDS INCLUDED

- [ ] Referral or consultation note
- [ ] Medication and allergy list
- [ ] Imaging reports
- [ ] Cardiac / pulmonary records
- [ ] Patient demographics
- [ ] Relevant operative history
- [ ] Laboratory results
- [ ] Pathology reports
- [ ] Insurance / authorization
- [ ] Other relevant record

Relevant records not yet available

SOURCE IMAGING

Facility / imaging center

Study and date

Access route / contact

- [ ] Images sent electronically
- [ ] Patient will bring media
- [ ] VSS must request images

REQUESTED COMMUNICATION

- [ ] Consultation and recommendations
- [ ] Procedure evaluation
- [ ] Co-management

Clinical context, prior treatment, urgency, and preferred follow-up

TRANSMISSION

Sent by

Date / time

Total pages

Callback

CONFIDENTIALITY AND MINIMUM NECESSARY

The sender is responsible for using an authorized disclosure route and sending only the information needed for review.

Do not use ordinary email. Confirm an unfamiliar request by calling the office.