

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES



Developmental Disabilities Administration Health Initiative Project
Georgetown University Center for Child and Human Development

Referral Protocol for Consulting Physician, Kim Bullock, MD

Dr. Bullock is accepting referrals for consultations for people with complex health care needs who would benefit from additional assistance to ensure appropriate health care coordination. Referrals may come from a Developmental Disabilities Administration (“DDA”) service coordinator, Health and Wellness staff, the person’s provider or the person’s advocate.

I. Criteria for All Referrals

People with one or more of the following indicators are an appropriate referral:

- A person admitted from any emergency department directly to intensive care services, or requiring emergency surgery.
- A person experiencing a change in status as an in-patient and requiring transfer to a higher intensity of service, *i.e.*, to the Critical Care Unit or Intensive Care Unit (“CCU/ICU”).
- A person who has an in-patient hospital stay with a length over two weeks.
- A person who has just received a diagnosis of cancer.
- A person who is experiencing a decline in function which impacts critical organ system, *e.g.*, cardio-vascular, etc.
- A person with decline in function for which no cause has been determined following appropriate advanced testing.
- A person who has lost more than 5% of his or her weight (weight loss must be unintentional).
- A person admitted to hospice or being considered for hospice admission.
- A person for whom conflicting recommendations have been made by two or more specialists. (Prior to referral, please ensure that the primary care provider (“PCP”) has been made aware and that there are continued concerns or delays in decision-making, or delays in interventions.)

II. Protocol for Referrals from DDS Staff

In order to protect the privacy of protected health information, please adhere to the following protocol when making referrals and communicating with Dr. Bullock:

1. Prepare your referral note in MCIS under “Consumer/notes”.

2. For consistency, please use the following format:
 - a. Describe the situation for which you are seeking a referral. Briefly state the problem; what is it; when it happened or started; and, how severe you assess the problem to be.
 - b. Provide pertinent background information:
 - i. If you know the medical diagnosis or diagnoses;
 - ii. Primary care physician/provider and contact information;
 - iii. Attending physician, hospital and contact number;
 - iv. Any medications or medication changes that may be pertinent to the referral; and
 - v. Diagnostic tests, procedures or surgeries pertinent to the referral.
3. What do you assess to be the problem and or possible solution?
4. What action(s) do you want Dr. Bullock to take?
5. Once you have made the entry in MCIS, send Dr. Bullock an email at kab75@georgetown.edu using the subject line of “medical referral”. Do not use the person’s name, initial or other identifying information in the message line of the email. Enter the following in the message: *“Please see my note in MCIS for (person’s name) place on (date you placed the note).”* Do not provide any other details in the email.

If you need additional support in preparing your referral, please contact your supervisor or the Health and Wellness staff person assigned to the person. If you have concerns about a person you support who does not meet the criteria for referral listed above, please contact the Health and Wellness staff person assigned to the provider, the Supervisory Community Health Nurse, or the Director, Quality Management Division for assistance.

III. Protocol for Referrals from Providers and Advocates

Referrals from providers or advocates should come to the attention of Marisa Brown, MSN, RN, Project Director, DDA Health Initiative Project, Georgetown University Center for Child and Human Development. Please contact Maritess Cuna at (202) 687-8544.

If you have concerns about someone you support who does not meet the criteria for referral listed above, please work with the person’s service coordinator and the DDS Health and Wellness Unit.