## Process A: Completing and Sending a Transfer of Rehabilitative Care Form

1

Rehab treatment plan complete at your organization and Patient needs additional rehab services at another rehab provider supported by allied staff to meet their goals

Ensure that you explain the Transfer of Rehab Care process to the Patient and Obtain patient consent before making a referral to another rehab provider. 2a

Complete Transfer of Rehabilitative Care (TRC) Form electronic or paper based version. Complete all sections unless stated as optional or N/A.

Please note that referral to multiple destinations can be made using the same TRC form. (Ensure that all referral destinations are selected under the first section "Organization Information". This will let the receiving providers know where the referral has already been made to avoid duplication.

2

Use the quick reference fax guide provided in the toolkit or explore the RCA portal to find out contact details for where the referral needs to go (Tip: suggestion to have this handy and ready at all times)

1

• Fax or electronically submit the TRC referral to the next rehab provider.

 If your program received a TRC referral form to begin your rehab treatment then attach the first TRC form with the one you completed, before faxing to the receiver

5

Provide Transfer of Rehabilitative Care Survey to Patient upon program discharge. Survey template can be found in the project toolkit. (HSP site champions to ensure a return address for completed surveys provided in the template). All manual surveys returned to HSPs must be kept on file for pilot close distribution to Project team

2b

Complete 1 page Patient Transfer of Rehabilitative Care form and provide to patient before discharge from rehab program