Guide to Referring a Patient to the Department of Radiation Oncology

Standard Referral

To refer your patient to the Princess Margaret Cancer Centre for radiation oncology opinion/consultation, please download and complete the general Radiation Oncology New Patient Referral Form found on our website at http://www.uhn.ca/PrincessMargaret/Health_Professionals/Patient_Referral. Fax the completed form to our New Patient Referral Centre at (416) 946-2900. They can also be reached by telephone at (416) 946-4575 or toll free 1 (800) 7011-0500.

If the patient is not new to Princess Margaret Cancer Center, you can fax a consult form with relevant clinical information directly to one of the site-specialized coordinators (see the list below).

After the oncologist has received your referral form, the oncologist’s office will contact you with the patient’s appointment information. Your office is responsible for providing the patient with the appointment information, including time; location; and important documents, test results and imaging to take with them. The oncologist’s office will contact the patient 24–48 hours before the appointment as a reminder and confirmation.

It is extremely important to ensure that your patient takes CDs or DVDs of any imaging studies that have been performed, as these will be required at the patient’s first appointment.

Urgent Referrals

If your consult is somewhat urgent, please indicate so on the referral form including the reason/concern. If you have a particularly urgent consult that needs to be seen same day or within 24 hours (such as cord compression, major bleeding or neurological or airway compromise), you should speak with a radiation oncologist directly to discuss the case and ensure appropriate timing of consult (in addition to faxing relevant notes).

After hours and on weekends, please page the resident or staff radiation oncologist on call. During working hours, please speak with a site-specific radiation oncologists – most site groups have a rota of weekly duty radiation oncologist, who is available to discuss and triage urgent referrals; the site group leaders’ administrative assistant or the referral coordinator for that site would be able to direct you to that oncologist. Telephone numbers are provided in the tables below.

Information for Site Groups

Some site groups require site group–specific information:

- **Gynecologic**: Information about the patient’s most recent Pap smear or CA 125 test
- **Genitourinary**: PSA reports for prostate cancer referrals
- **Palliative Radiation Oncology Program**:
  - Symptoms requiring palliation
  - Previous radiation therapy or chemotherapy
  - Planned chemotherapy
Checklist for a Complete Referral

In addition to the completed referral form, make sure to include:

- Referral letter/consult note
- Diagnostic imaging reports
- Pathology reports
- Surgical procedure notes
- Clinical notes

If this information is not included with the completed referral form, your referral may be returned as incomplete.

Triage and Wait Times

All new referrals are prioritized by the New Patient Referral Coordinator according to Radiation Medicine Program departmental guidelines. Patients will be given an appointment with the next available radiation oncologist after receipt of the referral and the required referral documents.

If you have referred the patient to a specific oncologist, the patient will receive an appointment with that oncologist unless the wait for an appointment with this physician exceeds departmental guidelines.
Contact Information

New Patient Referral Centre
Phone: (416) 946-4575
Fax: (416) 946-2900

Site Group Radiation Oncology Physician Leaders

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<thead>
<tr>
<th>Site Group</th>
<th>Physician Leader</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Breast</td>
<td>Anne Koch</td>
<td>(416) 946-2122</td>
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<tr>
<td>CNS/Eye</td>
<td>Normand Laperriere</td>
<td>(416) 946-2127</td>
</tr>
<tr>
<td>Endocrine</td>
<td>James Brierley</td>
<td>(416) 946-2124</td>
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<tr>
<td>Gastrointestinal</td>
<td>Jolie Ringash</td>
<td>(416) 946-2919</td>
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<tr>
<td>Genitourinary</td>
<td>Charles Catton</td>
<td>(416) 946-2983</td>
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<tr>
<td>Gynecologic</td>
<td>Michael Milosevic</td>
<td>(416) 946-2122</td>
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<tr>
<td>Head &amp; Neck</td>
<td>John Waldron</td>
<td>(416) 946-6522</td>
</tr>
<tr>
<td>Lung</td>
<td>Alex Sun</td>
<td>(416) 946-2126</td>
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<tr>
<td>Lymphoma</td>
<td>Richard Tsang</td>
<td>(416) 946-6513</td>
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<tr>
<td>Palliative/Unknown Primary Tumour</td>
<td>Laura Dawson</td>
<td>(416) 946-2127</td>
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<tr>
<td>Pediatrics</td>
<td>David Hodgson</td>
<td>(416) 946-2121</td>
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<tr>
<td>Sarcoma</td>
<td>Brian O’Sullivan</td>
<td>(416) 946-2122</td>
</tr>
<tr>
<td>Skin</td>
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Site Group Radiation Oncology Referral Coordinators

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<tr>
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<tbody>
<tr>
<td>Breast</td>
<td>Anila Samji</td>
<td>(416) 946-4501 ext. 3639</td>
<td>(416) 946-4657</td>
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<tr>
<td>CNS</td>
<td>Alannah Pyke</td>
<td>(416) 946-2130</td>
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<td>Endocrine</td>
<td>Chantel Credo</td>
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