

Department of Radiation Oncology Patient Intake & Referral Process

Making a Referral

Referrals to the Radiation Medicine Program can be made by completing a referral form and directly faxing it to (416) 946-4657 or to our New Patient Referral Office at 416-946-2900.

****NEW **** The Radiation Medicine Program is now accepting referrals through Ocean eReferral to help everyone save time and to increase efficiency. We will continue to accept referrals through our existing fax and email mechanisms, but believe you, your staff, and your patients will see a real improvement in the referral process and referral transparency by sending your next referral as an eReferral.

Already using Ocean eReferral? Please send your next referral to us electronically by searching for “UHN Princess Margaret Cancer Centre (PMH)” in the Ocean Health map.
https://ocean.cognisantmd.com/referrals/NewReferral.html?rtRef=medical_oncology_hem28340382

Not yet using Ocean eReferral? We encourage you to make the shift!

- Information about the benefits of using Ocean eReferral is attached for your reference.
- Getting set up on Ocean eReferral is quick and easy. As part of the Ontario eServices Program, a local deployment team is ready to support you with set up and training – at no cost to you.
- Contact the Toronto Region eReferral Deployment Team today by sending a note to eReferralTorontoRegion@uhn.ca

Any questions regarding referrals can be directed to our referral coordinators at: **Radiation Oncology** (416) 946-2901, (416)-946-2902, (416)-946-2130 or (416)-946-4501 ext. 3639.

Guide to Referring a Patient to the Department of Radiation Oncology

Urgent Referral

If your patient needs immediate urgent care, please call the oncologist to whom you wish to refer the patient or Radiation Oncologist On-Call for the day by calling the hospital main line at (416) 946-4501 and press 0.

You must make direct contact with the relevant oncologist to complete an urgent referral.

Standard Referral

To complete the standard referral process, first download and complete the Radiation Oncology New Patient Referral Form, http://www.uhn.ca/PrincessMargaret/Health_Professionals/Patient_Referral. Fax the completed form and pertaining medical reports such as Pathology Report, Consult notes, Imaging report etc. to (416) 946-4657 or to our New Patient Registration and Referral office (NPRR) at (416) 946-2900. If the referral package is incomplete, you will be contacted by our referral coordinator with a request for the missing information before the referral is processed.

After an appointment has been assigned to the patient, the Specific Radiation Oncologist office will contact the patient to give them the appointment information. A fax will also be sent to the referring physician's office with the patient's appointment. It is particularly important that you provide correct contact information for your patient in the form. If your patient is In-patient at a hospital, deals with a social worker or a resident of Nursing home then please do note that in the form. If your patient has not heard about an appointment within a week, then please do follow up with our Referral Coordinators at the above given phone numbers.

Information for Site Groups

If you are referring your patient to a specific site group, please note that 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:**
 - o Symptoms requiring palliation
 - o Previous radiation therapy or chemotherapy
 - o 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.

Site Group Radiation Oncology Referral Coordinators

Site Group	Referral Coordinator	Phone	Fax
Breast	Anila Samji	(416) 946-4501 ext. 3639	(416) 946-4657
CNS	Yasmine Lapps	(416) 946-2901	(416) 946-4657
Endocrine	Sheryll Vergara	(416) 946-2130	(416) 946-4657
Eye	Kaylene Ipan	(416) 946-2902	(416) 946-4657
Gastrointestinal	Kaylene Ipan	(416) 946-2902	(416) 946-4657
Genitourinary	Anila Samji	(416) 946-4501 ext. 3639	(416) 946-4657
Gynecologic	Anila Samji	(416) 946-4501 ext. 3639	(416) 946-4657
Head & Neck	Kaylene Ipan	(416) 946-2902	(416) 946-4657
Lung	Sheryll Vergara	(416) 946-2130	(416) 946-4657
Lymphoma	Kaylene Ipan	(416) 946-2902	(416) 946-4657
Paediatrics	Sheryll Vergara	(416) 946-2130	(416) 946-4657
Palliative Radiation Program/Unknown Primary Tumour	Yasmine Lapps	(416) 946-2901	(416) 946-4657
Sarcoma	Sheryll Vergara	(416) 946-2130	(416) 946-4657
Skin	Kaylene Ipan	(416) 946-2902	(416) 946-4657
ARLEC	Sheryll Vergara	(416) 946-2130	(416) 946-4657

Site Group Radiation Oncology Physician Leaders

Site Group	Physician Leader	Phone
Breast	Jennifer Croke	(416) 946-2320
CNS	Barbara-Ann Millar	(416) 946-6566
Endocrine	Jelena Lukovic	(416) 946-4580
Gastrointestinal	Ali Hosni	(416) 946-2124
Genitourinary	Peter Chung	(416) 946-2126
Gynecologic	Kathy Han	(416) 946-6522
Head & Neck	John Waldron	(416) 946-6522
Lung	Alex Sun	(416) 946-2126
Lymphoma	Richard Tsang	(416) 946-4483
Palliative/Unknown Primary Tumour	Jillian Tsai	(416) 946- 2124
Sarcoma	Charles Catton	(416) 946-4580
Skin	Alex Sun	(416) 946-2126