

How to refer a patient to Barrie Family Hospice of Elgin

Hospital Patient

1. **Identify appropriate patient** (i.e. *life-limiting diagnosis, prognosis < 3months, goals of care consistent with a focus on comfort throughout natural end-of-life*)
2. **All referrals come through Ontario Health at Home.** Contact the Hospital Care Coordinator and request a Hospice application be placed.
3. **Send the required information to the Care Coordinator**, including:
 - Complete demographic information
 - The hospital floor/unit and telephone extension
 - The hospital floor/unit charge nurse name and telephone extension
 - The life-limiting diagnosis, PPS, and expected prognosis
 - Relevant consult notes (e.g. *Palliative Care consult note, Medical Oncology consult note etc.*)
 - Most recent progress note
 - Admission note and/or ER report
 - Most recent medication list
 - Any pertinent labs/investigations
4. **Ontario Health at Home submits applications.** Hospice will then assess whether the patient is appropriate/whether Hospice can meet the patient's needs.
5. **If you would like to discuss the case prior to submitting an application, please contact the Medical Director or Manager of Care.** If the application is urgent, you may also wish to contact and provide more information regarding the urgency.

What to expect once a bed is offered

Hospital Patient

1. The Hospice Manager of Care or Medical Director will reach out to the POA/ SDM and make a formal bed offer. They will be given a date and asked to arrange transportation if the patient is unable to come via personal transport. *Please note the resident/family are responsible for the cost of transportation to Hospice.*

2. Additional details about what to bring to Hospice will be given at that time.
 - Toiletries, pajamas, non-slip footwear, clothing from home
 - Walker, cane if using
 - Pictures, photo albums

3. Before the patient is transferred, the Hospice admitting Nurse or the Manager of Care will reach out to the Nurse assigned to the patient in hospital for report. The patient must be sent with the following paperwork:
 - Printed copy of the last 24 hours of the Medication Administration Record.
 - Last 24 hours of progress notes, lab work, imaging, consult notes
 - POA documentation
 - DNR
 - EDITH if not completed in hospital, the patient/ POA/SDM must be aware of goals of care for Hospice- this form is a requirement of admission to hospice.

If there are any questions, concerns, or a desire to discuss a case in advance, please contact Lori Cowx (Manager of Care) at lori.cowx@elginhospice.com or Dr. Kyra Harris-Schulz (Medical Director) at kyra.harris-schulz@elginhospice.com.