

Primary Care Partnership

The Service Coordination Tool Templates are an agreed data set for client information. They support appropriate referrals between agencies based upon the Health Records and Information Privacy legislation. The templates also support the provision of an initial needs identification screening. The initial needs screening supports a sector wide in-take process that will assist people to access the most appropriate and available service options.

The tool templates consist of Consumer Information (basic demographic details), a set of five optional profiles, a Summary and Referral template and a Service Coordination template.

In addition, a standard consumer consent form and information privacy brochure provides for a consistent approach to privacy issues for primary care providers.

CE PCP Referral Protocol and fax cover sheets.

The Central East Primary Care Partnership has developed a referral protocol that member agencies have agreed to follow. The protocol is described in the CE PCP Practice Manual. The fax sheets are used with the relevant sections of the Service Coordination Tool Templates described above.

Included in this resource manual are the fax cover sheets that can be used with client information and provide for feedback loops.