



Referral Specialist Policy

In an effort to streamline our referral process and reduce referral errors we would like to bring your attention to the following:

- For any new medical problems, please notify your Tristan Medical Primary Care Provider office **prior to** contacting or having an appointment at any specialist or non-Tristan Medical Urgent Care Center.
- For any specialized or referral services, your Primary Care Provider will refer you to a Steward Health Care Provider referral specialist.
- Specialist referrals must be approved in advance of appointments. Please allow our offices at least **7 days advance notice of any specialist appointments that you wish to schedule.** Most insurance plans will require that we receive an authorization for referral services, and we would like to assure that these are in place prior to any booking of appointments. Tristan Medical has a referral department and referral specialists who are available to handle any of these requests.
- All referrals must be approved in advance. We apologize that **we are unable to backdate any out of networks referrals.**

Please sign below acknowledging that you have read this document.

Patient Name (Printed): _____

Patient Signature and Date: _____