



## REFERRAL REQUEST POLICY

For our patients with an insurance that requires a referral authorization from their designated Primary Care Physician, all specialist and outpatient visits (including neuropsychology testing and MRI/CT scans) need to be pre authorized through our office.

It is our goal at Performance Pediatrics to be our patient's medical home, if you feel your child needs to see a specialist please contact Dr. McAllister first so he can discuss the issue and determine the best course of action. If it is determined that a referral is needed it is the responsibility of the patient or their guarantors to contact the recommended specialist to schedule the appointment. We can assist you with this process if necessary; please speak with Dr. McAllister for assistance.

Once you have an appointment scheduled, if your insurance company requires a referral authorization, please contact Performance Pediatrics with the appointment information.

All referral requests are processed within 48 hours, excluding weekends and holidays. You will be contacted only if there is a question or concern with your request.

Same day requests are not given priority unless urgently scheduled at the request of Dr. McAllister. Performance Pediatrics will submit your request, and once an authorization is secured, it will be forwarded to your attention *via* US mail. We are happy to fax the authorization to your attention if that information is provided with your request.

Every effort will be made to secure an authorization, however, we can not guarantee that your insurance carrier will provide an authorization and we are not responsible for any charges incurred as a result of your having visited a specialist without the required approval.

Retroactive referral requests must be made in writing (*via* US mail or faxed to 508-747-1147).

If you are not certain whether or not your particular insurance plan requires a referral authorization from your Primary Care Physician, please contact your insurance provider.