

Appendix 1 The management of ENT conditions in an Australian general practice

Information Included in the statewide referral template (actual template format may vary depending on practice software used by the referrer) (5).

Demographics	
Name	(Auto populated by practice software)
Age	(Auto populated by practice software)
Sex	(Auto populated by practice software)
DOB	(Auto populated by practice software)
Phone	(Auto populated by practice software)
Residential address	(Auto populated by practice software)
Postal address	(Auto populated by practice software)
Referred by	(Auto populated by practice software)
Referral date	(Auto populated by practice software)

Clinical Referral information	
Referred to	Referrer to choose
Referral date	(Auto populated by practice software)
Referral continuation	Referrer to choose
Referral period	Referrer to choose
Interpreter required	Referrer to choose
Special Needs/Reasonable adjustments for disability	Referrer to choose
Does the patient have a carer/support person?	Referrer to choose
Is the patient appropriately equipped and enabled for telehealth (video) consultation?	Referrer to choose
Urgency	Referrer to choose
Referral Purpose (diagnosis, intervention, etc)	Referrer to choose
Reason for Referral (type of condition)	Referrer to choose
Referral Criteria	List of criteria as per the Statewide Referral Criteria depending on reason for referral chosen
Referral details	Freetext description of patient presentation for referrer to complete
Attach the following investigations/tests (items with asterisks must be provided)	List of investigations/tests as per the Statewide Referral Criteria depending on reason for referral chosen
Have you included all required information and investigations/tests?	Referrer to choose (Yes/No)
Measurement details (Height/Weight/BMI/BP)	(Auto populated by practice software)

Medications, Allergies, Alerts	
Current medications	(Auto populated by practice software)
Allergies and Alerts	(Auto populated by practice software)

Medical, Social and Family History	
Current Medical Conditions	(Auto populated by practice software)
Relevant Past History	(Auto populated by practice software)
Social History	(Auto populated by practice software)

Patient Information	
Medicare/DVA Eligible	(Auto populated by practice software)
Medicare Number	(Auto populated by practice software)
Medicare Expiry	(Auto populated by practice software)
IHI:	(Auto populated by practice software)
Patient's Indigenous status	(Auto populated by practice software)

Referrer information	
Referral number	(Auto populated by practice software)
Practice address	(Auto populated by practice software)
Email	(Auto populated by practice software)
Referrer EDI	(Auto populated by practice software)

Diagnostic Reports/Patient Documents	Referrer to choose from patient medical record
Local File Attachments	Referrer to choose from patient medical record