

Memo

To: All Staff
From: Management
Date: Sept. 10, 2022
Re: Specialist Referral Questionnaire

When a specialist representative stops by your office and hands you information about their clinic for us to refer our patients, if you would like to add them to our list or learn more about them notify the front office staff to send out an email with the appropriate questionnaire. The front office staff will send the appropriate email (two different templates provided-depending on whether we initiate or they initiate) with a link to a Google form to the prospective specialist.

A second email should be sent to Alicia and J.R. to be on the lookout for the questionnaire responses. Once the Google form has been submitted, the office manager will circulate the new information to the doctors and a decision can be made on whether or not they should be added to the office's referral list. Once the doctors of an office approve a specialist as an addition to the Specialist Referral sheet, an email needs to be sent, by the front office, to J.R. with the following information

Specialist Office Name:
Specific Doctor (If applicable)
Specialty:
Phone Number:
Address:
Disciplines Treated (If applicable)

J.R.'s email:
James@bluefishmd.com

Alicia's email:
Alicia.panameno@bluefishmd.com