



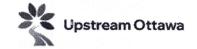
Tel: (613) 442 0988 EXT 630

Fax: 613-742-0986

REFERRAL FORM

Has the client consented to be referred to	o our services?Yes	No
Client Information		
First Name:	Last name:	
Date of Birth/		
Phone number:	Permission to leave a message:	YesNo
Address (Including: province & postal c	ode) If no address, please indicate the	e city or sector.
Mother tongue: Prefer	red language: French	English
Reason for consultation		
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Referrer Contact Information		
Referrer's name	Organization Upstream	Ottawa
 Email:		
Date of Referral://		
Other information we should know		





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Referral Submission to Montfort Renaissance Physician

The partner organization (Upstream) completes a referral form at first contact for a new client.

This form must be sent by fax to 613-742-0986, addressed to Reception.

Initial Contact with the Referred Client

If the referred person has access to a telephone, the MRI administrative assistant will contact them directly to offer an appointment date.

If the person does **not** have access to a phone, the assistant will reach out to the contact person listed on the referral form.

If there is no response:

- A voicemail will be left (if possible).
- A total of three (3) call attempts will be made.
- If there is no callback after these attempts, the assistant will notify the referring party that the follow-up could not be completed.

Follow-up consults

For follow-up consults (client already has a file open at Montfort Renaissance), one of the referral agency's (Upstream) worker or admin assistant can contact Montfort Renaissance by phone at: (613) 442 0988 EXT 630 to schedule further appointments for the client when needed. Please indicate that the request for appointment is for Upstream client, their name and DOB.

Medical Appointment

Once the appointment is confirmed, the person must:

- Go to 338 Montreal Road, Suite 201 (second floor)
- Check in at the reception desk before meeting with the physician
- Bring a piece identification (ideally Photo ID) and their **OHIP** card (if available).