

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

NEW DELHI-110029

25.05.2017

CIRCULAR

**Subject: Process of Referral from an OPD or Casualty to another specialty/ super specialty OPD - regarding**

It has been observed that some doctors from AIIMS Casualty or specialty OPDs are referring patients to other specialty or super-specialty OPDs by merely writing the name of the specialty to which a referral is being made without mentioning clinical findings, provisional diagnosis and name/signature/stamp of the referring doctor. Such referrals cannot be considered authentic as the identification of the doctor who has referred the patient to another OPD is mandatory. This leads to problems for the patient when he/she comes to get his/her OPD card made for the referred specialty. Some patients then start creating chaos near the OPD registration counters leading to law and order issues.

In order to avoid such inconvenience to the patients and to ensure smooth functioning of OPD registration process, it is emphasized that only those referrals which bear the identification of the doctor viz. name, designation and signature will be considered for giving an appointment. Referrals without the identification of the doctor will not be considered authentic and such patients cannot be given an appointment.

  
Dr D K Sharma

Medical Superintendent

**Copy to:**

1. All Head of Clinical departments/ Units
2. All faculty of Hospital Administration
3. Duty officer, control room
4. Chief Nursing Officer
5. Professor Incharge, Computer Facility

**C.C**

1. Director, AIIMS- for kind information pl.
2. Chiefs' of Centers - for kind information pl.

Sayeev, pl email to all  
faculty & upload HQ  
2015