

**Maine Medical Center
Maine Transplant Program
Policies and Procedures
Referrals for Kidney Transplant Policy**

Purpose

To outline the program approach and process for reviewing and accepting referrals for kidney transplantation

Policy

It is the Policy of the Transplant Program to review and act upon referrals in accordance with established Inclusion and Exclusion Criteria within established timelines.

Procedure

1. Referrals will be accepted from Nephrologists, and dialysis centers upon approval from the patient's Nephrologist.
2. Completion of a Referral Form with all needed documents and information will be required to initiate a referral for review by the Transplant team. Incomplete referrals will be returned and deferred until all information has been received.
3. Administrative Review (10 days): The Administrative Specialist will receive referrals via Fax or Epic, and initiate the Transplant Referral Phase in the Epic EMR.
4. All referrals will be reviewed by the Transplant Financial Coordinator prior to clinical review. Referrals with insufficient insurance coverage will be returned to the Administrative Specialist for routing back to the referral source.
5. Clinical Review (10 days): Following financial review, the referral will be forwarded in Epic to the RN Coordinator for initial clinical review utilizing established Inclusion and Exclusion Criteria. During the clinical review process, referrals may be accepted or rejected based on Criteria. Patients with an eGFR > 25 will be declined and may be re-referred once eGFR is 25 or lower. We will accept either the MDRD or CKD EPI Equation estimates.
6. The RN Coordinator will be responsible to complete the Referral phase in Epic and update the transplant episode as appropriate.
7. Referring physicians and candidates will be notified in writing of referral status within 10 business days. This notification will include reason for acceptance or denial.
8. Candidates who are denied acceptance due to inability to meet clinical criteria will be reviewed again only after a six month waiting period.

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