

REFERRAL GUIDELINES: GYNAECOLOGICAL ONCOLOGY SERVICE

The Mercy Health Gynaecological Oncology Service is a multidisciplinary unit that provides comprehensive care to women with pre-invasive and malignant gynaecological conditions. This unit offers services in the diagnosis and treatment of gynaecological malignancy, complex gynaecological surgery including complex pelvic surgery.

We have inpatient chemotherapy with dedicated oncology and chemotherapy beds. Our consultants are available to discuss clinical problems with medical staff and practitioners. Our specialist colposcopy clinic is available for the evaluation and treatment of abnormal pap smears, (LASER/LLETZ/surgical treatment and local and general anaesthetic).

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In order for us to be able to accept your patient for gynaecological oncology review and treatment, referring GPs/medical specialists are required to provide:



Essential Referral Content

Demographic	Clinical	Relevant Results
<ul style="list-style-type: none"> • Full name • Address • Date of birth • Indigenous Status • Referring GP details • Health Insurance • Preferred language and interpreter requirements • Medicare number • Mobility needs 	<ul style="list-style-type: none"> • Presenting Symptoms • Examination findings • Comorbidities • Relevant Past History 	<ul style="list-style-type: none"> • CT/Medical Imaging • Ultrasound • Pap Smear • Blood tests e.g. Tumour Markers FBE, U&E,LFT

Populate required information on the [Gynaecological Oncology referral form](#), then print and fax to the relevant outpatient department on **03 8458 4878**.

REFERRAL PROCESS: GYNAECOLOGICAL ONCOLOGY SERVICE

 **STEP 1**

Essential referral content will be checked. You will be contacted if further information is required.

Acknowledgement of referral receipt will occur within eight working days.

 **STEP 2**

The referral will be triaged by the specialist unit according to clinical urgency.

This determines how long the patient will have to wait for an appointment.

 **STEP 3**

Patients with urgent conditions are scheduled to be seen within 14 days.

Patients with routine conditions are given the next available appointment according to clinical need.

Both the referrer and patient are notified.

Please be advised that referrals are triaged for urgency. If the referral does not require a gynaecological oncology appointment it will be referred to the general gynaecology unit within two days of receipt. Upon receipt of a gynaecological oncology referral, the patient will receive an appointment letter in the mail.

If you have any queries, please contact us:

Mercy Hospital for Women (Heidelberg): Phone: 03 8458 4860 Fax: 03 8458 4878

REFERRAL PRIORITY: GYNAECOLOGICAL ONCOLOGY SERVICE

The clinical information provided in your referral will determine the triage category. The triage category will affect the timeframe in which that the patient is offered an appointment. Patients with symptoms or clinical findings suggesting cancer are prioritised.

Referral priority	Appointment timeframe
Urgent	One to two weeks
Routine	Oncology next available two to four weeks Colposcopy/Dysplasia < three months

INTERPRETING SERVICES

A proportion of our patients have limited or no proficiency in English. In these cases, we engage professional interpreters for communication with our clinicians. To enable access to appropriate interpreting service, please ensure that your referral includes information on the patient's preferred spoken language and their need for an interpreter.

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For queries please contact Gynaecological Oncology Service:

Mercy Health Gynaecological Oncology Service

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163 Studley Road

Heidelberg 3084

Phone: 03 8458 4860

Fax: 03 8458 4878