

# MOTHER THERESA'S HOME HEALTH CARE. SERVICES, INC.

4500 FORMAN AVE, SUITE #2

TOLUCA LAKE, CA 91602

TEL: (818) 505-9099

FAX: (818) 505-9554

Dear Physician or Discharge Planner:

Thank you for your referral. We truly appreciate your business and look forward to providing the best quality care for your patient at home.

In order for our nurses to do a proper and thorough initial assessment and effectively manage the patient's care at home, we need the following information to be provided to us by your office whenever you refer a patient to us:

- ❖ Patient's demographic information (name, current address and phone number, emergency contact, hospital face sheet, etc.).
- ❖ A copy of the patient's Medicare card.
- ❖ A copy of the patient's secondary insurance card (i.e., Medi-Cal, AARP, Blue Cross, Blue Shield, Cigna, etc.).
- ❖ History and Physical and Consult Notes.
- ❖ Most recent labs and diagnostic test results (CT scan, X-ray, MRI, etc.)
- ❖ **A list of the patient's current diagnoses.**
- ❖ **Specific orders for treatments (if any treatment is ordered):**
  - For injectable medications, please write medication name, dose, route, frequency and duration of med administration.  
(Example: Lovenox, 40mg SQ QD x 14 days)
  - For wound care, please write wound site, specific wound care orders (i.e., solutions, creams, ointments to be used), and frequency and duration of wound care (QD/BID/etc. x \_\_\_\_\_ days).  
(Example: Lt big toe wound – cleanse with NS, apply Neosporin, cover with gauze, BID x 21 days, then reassess)
  - For IV infusions, please write IV solution/medication name, dose, rate, frequency, and duration of treatment.  
(Example: Vancomycin 1gm Q24 hours x 7 days, infuse over 1 hour)
  - Lab work to be done and when.  
(Example: CBC, BMP, PT/INR, etc. in 1 week)

Thank you immensely for this information as this will ensure that our nurses provide accurate treatment to the patient and will prevent the possibility of medication and treatment errors.

Thank you and we look forward to serving you and your patients now and in the future. Please feel free to call us at anytime should you have any questions.

Sincerely,

Isabelle Davidian, RN, BSN, PHN  
Director of Patient Care Services