

# Pedo to Ortho Referral Process

If parent/guardian does not schedule consult, Pedo team posts referred twice/consult denied code.

**PEDO TEAM POSTS REFERRED TWICE CODE**

**PEDO DR CREATES ORTHO REFERRAL**

Entered into Denticon in the "Referred to" section & referred to Ortho code is posted.

**PEDO TEAM SCHEDULES ORTHO CONSULT**

Pedo team schedules consult in Ortho software and posts the scheduled for Ortho code. Informs parent that TC will be reaching out ahead of appointment to introduce themselves.

If consult was not performed, Pedo doctor reiterates the importance of referral with parent/guardian.

**PEDO TEAM REVIEWS ORTHO NOTE AT NEXT VISIT**

**TC POST FOLLOW UP ACTIVITIES**

Enters a note in Denticon & their own PMS if unable to schedule.

**ORTHO TC RUNS REPORT FOR BOTH CODES DAILY**

TC follows up on the referred to patients, reviews the scheduled consults and enters them in OrthoFi if applicable. TC calls any patients that did not schedule to schedule them.

