Collaborative Care Agreement for PCP and Specialty Care Coordination

Between: *Physician name* *street address* *City State Zip* and *Physician name* *street address* *City State Zip*

This agreement is designed to coordinate the team roles between primary care and specialist care to insure high-quality, efficient care for our patients. We agree on the following guidelines:

The primary care physician will provide primary management of all chronic disease patients including medication management, ordering of labs and imaging and specialist referrals unless previously agreed upon. Ongoing involvement of specialty care will be a team decision involving the patient, PCP, and Specialist.

For Consult requests from our primary care practice to your specialty practice:
We as the primary care physician will do the following:

- Provide pertinent clinical information about the patient's condition and need for consult prior to the scheduled visit in a mutually agreed upon format.
- Have the patient well informed about the expectations and goals of the consult visit.
- Initiate a phone call if the condition is emergent or there are extenuating circumstances or questions.
- Provide timely online referrals with adequate visits to treat the condition.

Our expectations of you as the Specialist Care Provider include:

- Access for consult visit within 2 weeks for non-urgent and within 48 hours for urgent requests.
- Consult information will be faxed back to our office within 48 hours (please do not mail consult letters) of the specialist consult date of service. We prefer providers with eCW to send consult notes via P2P.
- No consult to other specialists will be initiated without PCP input.
- Any imaging or procedures ordered will be based on established evidence-based clinical guidelines and the ordering physician will complete the prior authorization process.
- Obtain and review necessary tests from other sources prior to the visit in order to avoid duplicate tests.
- The visit is a consult visit only and ongoing management will be a joint decision. Do not refer our patients to out-of-network facilities or providers without full informed disclosure to the patient.

For Hospitalization of our primary care patients by your specialty practice:
We as the primary care physician will do the following:

- Provide a list of PCP's providing hospital care or preferred hospitalists. Provide a list of current medications and chronic diseases for which we are currently managing care.
- Assist with chronic disease management when appropriate.

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- Assist with coordination of any post hospital care needed.

Our expectations of you as a specialist care provider include:

- Notification of the upcoming admission within 24 hours.
- Notification of key progress and significant changes during hospitalization.
- The PCP will provide input on any chronic disease management issues should they arise during hospitalization **including new consults.**
- Notification of discharge the same day of discharge.
- If the patient has a chronic condition, request PCP follow-up visit within 7 days of discharge.
- Involvement of PCP for care collaboration for patients considered high acuity, patient with high risk medications and patients who are known to be non-compliant.

Agreed upon by:

_____	_____
PCP	Specialist
_____	_____
Date	Date

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