



Maternal Fetal Medicine Scheduling Guidelines

Effectively immediately, patients will only be scheduled once ALL necessary records are received. For efficient scheduling, please ensure all necessary documentation is provided with the initial referral.

Fetal referrals deemed urgent by our MFM team can be scheduled without complete records (please send any records that are available). Urgent referrals may include hydrops, abnormal Dopplers, fetal arrhythmia, pregnancy termination and fetal heartbeat exception determination. Maternal referrals deemed urgent by our MFM team will be converted to a maternal transfer by the MFM on-call.

Our scheduling process is as follows:

1. If you are not at an EPIC organization, please submit your referral via Care Link or by faxing the completed MFM Referral Form (available [online](#)) with:
 - a. Accurate referring office phone number in form
 - b. All required records (checklist included in form)
2. UI Health Care team reviews referral for completeness
3. If pertinent records are missing:
 - a. We will contact referring office once and leave a voicemail or speak to staff
 - b. If unreachable, we will attempt contact twice
4. If records not received within 2 weeks, referral will be closed
 - a. New referral required for patient to be seen