



Maternal Fetal Medicine Scheduling Guidelines

Effectively immediately, patients will only be scheduled once ALL necessary records are received. Urgent referrals can be scheduled without complete records (please send any records that are available). For efficient scheduling, please ensure all necessary documentation is provided with the initial referral. Our scheduling process is as follows:

1. Fax 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