West Lothian Children and Young People's Occupational Therapy

# Referral Process

NHS Lothian

**Referral received by team**

Team screens the referral

Outcome: referral screened as not appropriate for our service

Outcome: not enough information given

Outcome: screened as appropriate for our service

Unable to accept referral

**Letter sent to referrer to advise of decision, referrer able to re-refer if appropriate**

Team sends telephone appointment letter to referrer

Telephone consultation between Occupational Therapist (OT) and referrer

OT and referrer able to address concerns over the phone

Further input needed

**No further input needed, discharged**

**OT will send letter for follow up**

If you haven't heard back from our team within 8 weeks of sending your referral, please get in touch with us on:
**01506 524 134**