EMORY MEDICAL GENETICS
How to Refer a Patient

For scheduling a general genetics pediatric/adult clinic evaluation at Emory Genetics:

1. Please fax demographics and clinical information (including office notes, labs, radiology reports, etc) regarding the reason for referral to 404-778-8562. The fax should be sent to the attention of Doug Rice, RN, clinic coordinator, and should state that the information is for a new genetics patient appointment.

2. The faxed information will be reviewed by the clinic coordinator, who will then call the referring physician's office with notification that the appointment has been approved. If additional information is required, the referring physician's office will be informed that additional information should be faxed to our office before the appointment can be scheduled.

3. Once the appointment has been approved, the patient can call the Emory Genetics scheduling line at 404-778-8570 to make an appointment. If we do not receive a call from the patient, we will attempt to contact the patient to schedule the appointment. If we are unable to reach the patient to schedule an appointment, the referring physician will be notified that the appointment has not been scheduled.

4. Once the appointment is scheduled, a packet on information will be mailed to the patient. The packet will include information about the appointment, directions to the office, and a questionnaire that should be completed and returned to our office at least two weeks prior to the appointment.

For scheduling pediatric genetics evaluations at Children’s Healthcare of Atlanta-Scottish Rite (please note that it is preferred that all general genetics pediatric patients who are Spanish speaking should be scheduled at this location):

1. Please fax demographics and clinical information (including office notes, labs, radiology reports, etc) regarding the reason for referral to 404-785-5891. The fax should be sent to the attention of Revlon Hudson, scheduling coordinator, and should state that the information is for a new genetics patient appointment.

2. Once all the above information has been faxed, the patient can call the Children’s Healthcare of Atlanta-Scottish Rite clinic scheduling line at 404-785-2672 to make an appointment. If the patient is Spanish speaking, the referring physician's office is allowed to call and schedule the appointment on behalf of the patient.

3. Once the appointment is scheduled, a packet on information will be mailed to the patient. The packet will include information about the appointment, directions to the office, and a questionnaire that should be completed and returned to our office at least two weeks prior to the appointment.