

**ROMAC**

**REFERRAL OF PATIENTS TO ROMAC**

If you wish to refer a potential patient to ROMAC, these are the steps that you should follow:

1. Speak to the patient and to the guardian and obtain as much information as possible to enable completion of the Referral Form (Appendix 1). If the guardian offers more information than what we are requesting on the Referral Form, please include it as well, as this may also be beneficial to assist ROMAC considerations. The more information you have, and more accurate the contact details you can provide, the better it is. Where patients live in a very remote location try to identify a suitable contact in the closest village/town.
2. Obtain a complete medical history of the child as best as one can get. Try and find out the names and contact details of doctors or hospitals that had treated the child.
3. Obtain or take close up photos from all appropriate angles and one facing the camera for identification purposes. These photos will be used by the ROMAC Medical Director, in conjunction with our medical information, and should clearly show the nature of the medical problem.
4. Establish from a local doctor whether the child meets one of the ROMAC criteria, being that the case cannot be helped in their own country due to lack of medical facilities.
5. Find out whether the country has a Rotary presence, if so the name of the Rotary Club closest to the address of the patient, or any church or religious organization that would be able to communicate with the patient and help ROMAC to follow up with the inquiry. You may have to get the name and addresses, email contact details and phone numbers of the contacts that would be willing to help us follow the case in that country.
6. Be aware that we cannot help a child that is presently in Australia or New Zealand that has been sponsored by some other person or organisation
7. It is important that you make no promises. The decision to accept a patient cannot be made until ROMAC Board approval is obtained.
8. Complete the ROMAC Agreement form (Appendix 2) with the information available and have the contents translated for the parents (or guardians). If the parents wish to proceed to the next step of having the case reviewed for suitability by the ROMAC Medical Director then the parents (or guardian) and translator should sign the Agreement form. This in no way binds ROMAC to accept the case but simply allows ROMAC to determine if the case is suitable for acceptance.
9. The ROMAC Medical Director will not consider any case where an Agreement form is not signed as above.
10. Advise the parents (or guardians) that it may take up to several months for the acceptance determination in non critical cases. Every effort will be taken to get back to the parents as soon as possible in life threatening situations.
11. Parents and guardians should be advised that cases outside the ROMAC guidelines cannot be accepted.
12. Submit both the ROMAC Agreement form and the ROMAC Referral form to the ROMAC Operations Director in the first instance.