

Nutrition & Diabetes Education Services

Diabetes Self-Management □ Nutrition Education □ Eating Disorder □ Pediatrics

Referring to Diabetes and Nutrition:

1. Use the provided referral **OR** print and fax your own referral
2. Ensure the referral includes the following:
Patient demographics, an appropriate Dx*, & referring provider signature
3. Please include pertinent chart notes and labs

Please note: *Z-codes are considered supportive and, per Insurance, must be accompanied by a medical diagnosis*

Scheduling Timeline:

Urgent Referrals: Contacted by our team within 1 Business Day of receipt of complete referral

Non-Urgent Referrals: Contacted by our team within 10 Business Days of receipt of complete referral

Options for Scheduling:

1. Warm hand-off: Front desk staff calls our scheduling team and assists patient with scheduling
2. Patient Scheduling: Provide patient with our scheduling number & scheduling timeline
3. Admin Scheduling: Let patient know our staff will reach out within the above timeline
4. Same/Next Day Appts (*if available*): Front desk staff calls us and assists patient in scheduling

Insurance Verification:

1. Our insurance verifiers require two business days to verify insurance coverage and notify patients of potential costs before their appointment
2. Patients scheduled for same/next day appts are not eligible for insurance verification
3. Insurance coverage is verified upon initial scheduling only & is not a guarantee of payment

