

**GUIDELINES ON NEW CASE REFERRALS
TO THE ONCOLOGY CLINICS, RADIOTHERAPY & ONCOLOGY DEPARTMENT
INSTITUT KANSER NEGARA (IKN)**

1. Effective from 2nd May 2017, IKN will **NOT** accept **walk-in referrals** to the Oncology Clinic anymore.
2. **ALL** new referral cases from both Government Hospitals and Private Hospitals shall be referred to the **Oncology Medical Officer on call** or **Oncologist on call** (if the referral is from a Specialist).
3. **ALL REFERRALS** shall be made by a **specialist** or a **medical officer on instructions and with supervision by a specialist** from the Government Hospitals or Private Hospitals where the patients are treated.
4. **The procedure of referring a patient to IKN by a medical officer/specialist either from government or private hospitals shall be as follows:**
 - 4.1. **ALL REFERRAL LETTERS** shall be **addressed to the Oncologist on call** and **sent first by email or fax** so that complete referrals are obtained **BEFORE** the patients are accepted.

Email address	:	iknonco@nci.gov.my
Phone	:	03-8892 5555
Fax	:	03-8892 5609
 - 4.2. **ALL REFERRALS** shall be based on histopathological diagnosis and **shall contain the following:**
 - (a) Clinical history, physical examination and diagnosis (including staging);
 - (b) Relevant investigation results including copies of pathological reports and radiographs (preferably in soft copy); and
 - (c) The extent of treatment until the date of referral (including the list of current medications).
 - 4.3. The referring doctor **shall ensure that the patient brings all related documents** such as Identity Card, Birth Certificate, Pension Card and other related documents such as Guarantee Letter (GL) and marriage certificate if the patient is a foreigner married to a Malaysian citizen;
 - 4.4. In addition, **telephone calls** to the Oncology Medical Officer on call **shall be made for any issues requiring verification or clarification** during the referral process;
 - 4.5. **The appointment details** will be notified **by telephone** by staff at the Oncology Clinic, IKN after the referral documentations are reviewed by the Oncologist on call and are **COMPLETE**; and
 - 4.6. If an urgent appointment for new referral is required, the referring medical officer/specialist may directly contact the Oncology Medical Officer on call.