

JAN 14 2003

Memo



REHABILITATION
CENTRE FOR
CHILDREN

633 Wellington Crescent
Winnipeg, MB. R3M 0A8

To: Special Education Coordinators
From: Marlene Waldron
Director of Rehabilitation Therapies
Date: 1/8/03
Re: Use of the new **School Therapy Services** referral forms

With the new PHIA (personal health information act) guidelines now in place we have made some adjustments to our referral and information exchange forms. Please discard any old forms you may have and use only the new ones.

The referral form now includes requests for therapy as well as screening consultation visits. The consent on the referral form is consent for therapy services only. The information exchange form has been divided into two forms, one giving us authorization to release information to the persons indicated by the parent/legal guardian, and one that allows us to request information from other agencies/service providers.

When filling out these forms it is very important that the names of the persons to be contacted are written on the form otherwise they will be considered invalid, and no exchange of information will be able to take place until the forms are appropriately filled out. Please help the parents to identify the names that should be included on the form. Cues have been provided for you.

When a child is in a foster home it is imperative that the legal guardian sign all of the forms not the foster parent. The foster parent should be listed as one of the persons to whom the reports are to be released to.

Please remember to keep a copy of the completed form at the school for your records.

If you have any questions or concerns about this information, please do not hesitate to contact me at 452-4311.

Please contact the School Therapy Services office at RCC when you require additional forms.