

Co- Management Agreement among Primary Care Provider and Urgent Care

(Primary Care Provider/Practice Name): _____

Is initiating this Co-Management Agreement with

(Urgent Care Practice Name): _____

The practices listed above will establish the following explicit co-management roles and provide clarification as to who will take the lead with each one.

- The Primary Care Provider Practice will educate the patient as to hours of access at the primary care practice, as well as protocol for after-hours advice via the on-call service, and hours of operation and location information of the above listed urgent care.
- The Primary Care Practice's on call provider will access the patient chart if needed and will be available to urgent care staff if further information regarding the patient is needed.
- The Primary Care Provider may speak with urgent care staff for a pre-referral consult if the on call provider has requested that a patient be seen in the urgent care due to severity of symptoms reported by the patient.
- The Primary Care Practice's on call provider may triage patients and may provide instructions to the patient that include care at the urgent care if symptoms worsen prior to the opening of the primary care practice's location.
- If the Primary Care Provider on call requests a pre-visit consultation and it is agreed that the patient may require medical attention at the urgent care facility, the patient will receive comprehensive, timely care for the discussed issue.
- In cases in which a change in the patients long term medications, plan of care, new diagnoses, need for specialist referral, or recommended visit to the emergency room, the urgent care will provide timely (within three business days) information (including pertinent notes and labs) back to the primary care practice via fax, HIE, or secure email.
- If hours of operation at the urgent care change or the urgent care plans to be closed during times it is normally open, the urgent care will alert the primary care practice so that alternative after hours care can be arranged.

Primary Care Practice Administrator Name
(*print*)

Urgent Care Practice Administrator Name
(*print*)

Primary Care Practice Administrator Name
(*signature*)

Urgent Care Practice Administrator Name
(*signature*)

Date

Date