

SONeT REFERRAL PROCESS FOR LOCAL HOSPITALS

UNPLANNED TRANSFER REFERRALS

Baby identified as needing UNPLANNED (urgent) transfer



Phone **SONeT control centre* on 01865 223344** to make a referral
Extensive medical information is not required at this stage - see
**“REFERRING UNIT INFORMATION TO SONeT CONTROL FOR
UNPLANNED TRANSFERS ”**



Prepare for call back from SONeT clinical team
You will be asked for clinical information as seen on
**“REFERRING UNIT SONeT UNPLANNED CLINICAL INFORMATION
AT REFERRAL”**



Patient accepted for transfer



Prepare patient for transfer - refer to:
“SONeT REFERRING HOSPITALS CHECKLIST FOR TRANSFER”

PLANNED TRANSFER REFERRALS

Baby identified as needing PLANNED transfer.
Local Unit to refer to receiving unit and confirm acceptance



“REFERRING UNIT TO FILL SONeT PLANNED REFERRAL WEB FORM”



SUBMIT THE WEBFORM
Preferably the day before planned transfer



SONeT CALL CENTRE would check the web submission at
00:00 midnight, 4:00am, 8:00am, 12:00noon, 16:00pm, 20:00pm
If transfer required urgently in between these times ring the
SONeT call centre at 01865223344



SONeT clinical team will ring to request more clinical information
“SONeT PLANNED TRANSFERS CLINICAL INFORMATION FORM”



Prepare patient for transfer - refer to:
“SONeT REFERRING HOSPITALS CHECKLIST FOR TRANSFER”



SONeT will ring you on morning of transfer to confirm transfer
and check condition of baby

All paperwork is available from the SORT/ SONeT website www.sort.nhs.uk

*please note all calls to SONeT Control Centre are recorded