NHS
East London
NHS Foundation Trust

Information Governance
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19th March 2020

Our reference: FOI DA3412

I am responding to your request for information received 2nd March 2020. This has been treated as a request under the Freedom of Information Act 2000.

I am now enclosing a response which is attached to the end of this letter. Please do not hesitate to contact me on the contact details above if you have any further queries.

Yours sincerely,

Ayomide Adediran
Information Governance Coordinator

If you are dissatisfied with the Trust's response to your FOIA request then you should contact us and we will arrange for an internal review of this decision. If you remain dissatisfied with the decision following our response to your complaint, you may write to the Information Commissioner for a decision under Section 50 of the Freedom of Information Act 2000. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113
Web: www.ico.org.uk

Please note that the data supplied is not allowed to be re-used and/or published without the explicit consent of East London NHS Foundation Trust. Please contact the signatory to request permission if this is your intention

Request:

Please can you provide me with the guidance on 3rd party referrals into the East London NHS Foundation Trust (ELNHSFT) mental health services (MHS)

This would include but the list is not exhaustive:

- **What reasons must a third party give to make a referral to ELNSHFT – MHS?**
- **Is there a specific process/guidance or tool kit that must be followed to make a referral to the ELNSHFT -MHS? If so what are they/this is - please provide me with a copy**
- **Should the third party permission be sought by person making the referral to the ELNSHFT - MSH to the person they are making the referral about?**
- **Please provide a list of third parties that make referrals to the ELNSHFT - MHS and their departments**

Answer:

Please find attached the Admission, Transfer and Discharge policy. Further service specific guidelines on third party referrals to mental health services can be found via our website here: https://www.elft.nhs.uk/Professionals/Information-for-GPs/Referral-forms