

Austin Health Ear Nose Throat (ENT) Unit holds fortnightly multidisciplinary meetings with Plastics, Oncology, Maxillofacial units to discuss and plan the treatment of patients with Head and Neck conditions.

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	·	t if the patient has a condition that h	as the potential to deteriora	ate quickly, with significant o	onsequences for healt
and quality of life, if not	managed promptly. These	e patients should be seen within 30	days of referral receipt.		
Routine: Referrals should	ld be categorised as routi	ne if the patient's condition is unlikel	y to deteriorate quickly or h	ave significant consequence	s for the person's
health and quality of life	if specialist assessment is	s delayed beyond one month.			
<b>Exclusions: see guidel</b>	ines under Condition /	Symptom and refer to website- w	ww.health.vic.gov.au/su	ırgery>	
Condition / Symptom	GP Management	Investigations Required Prior to Referral	Expected Triage Outcome	Expected Specialist Intervention Outcome	Expected number of Specialist Appointments
		NECK MA	SS		
Direct to an appropriate emergency department for an ENT assessment:  • Sudden or new mass or lump associated with difficulty in breathing or swallowing • Sialadenitis with difficulty in breathing • Ludwig's angina.	Confirmed head and neck malignancy     New suspicious solid mass, or cystic neck lumps, present for more than four weeks     New suspicious solid mass, or cystic neck lumps, in patents with a previous head / neck malignancy	Clinical history and examination: Document detail history of mass History of smoking, excessive alcohol intake Provide if available: Any of the following: 1. History of smoking 2. Excessive alcohol intake 3. Full blood count 4. Fine needle aspiration biopsy  Imaging: CT scan of neck, with contrast where appropriate (preferred) or ultrasound	Immediately contact the ENT registrar to arrange an urgent ENT assessment for:  Acute inflammatory neck mass with redness, pain or increased swelling.		

Department of Health clinical urgency categories for specialist clinics



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Immediately contact the ENT registrar to arrange an urgent ENT assessment for:	• Sialadenitis.								
Acute inflammatory neck mass with redness, pain or increased swelling.									

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Direct to an appropriate emergency department for: Thyroid mass with difficulty in breathing or with bleeding from the nodule.	Completion of head and neck examination  Check generalised or localised thyroid enlargement  When to Refer: Suspected or confirmed malignancy Compressive symptoms: changing voice difficulty in breathing dysphagia suspicious dominant nodules or compressive neck nodes.	Clinical history and examination: Document any signs of dysphagia, dyspnoea or hoarseness  Imaging: Thyroid US with or without FNA  Diagnostics: TFTs  Instruct patient to bring films & diagnostic results to the Specialist Clinic appointment	Urgent  Referrals for patients with hyperthyroidism should be directed to the endocrinology service.		As required



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	Generalised thyroid enlargement without compressive symptoms Recurrent thyroid cysts An increase in the size of previously identified benign thyroid lumps > 1cm in diameter.  Referral to a public hospital is not appropriate for: Non-bacterial thyroiditis Uniform, enlarged gland suggestive of thyroiditis without other symptoms.				
Salivary Gland Mass  Direct to an appropriate emergency department for:	Evaluation of facial nerve function with parotid lesions  Consider FNA  When to refer:  Confirmed or suspected tumour or solid mass in the salivary gland Symptomatic salivary stones with recurrent symptoms unresponsive to treatment.	Clinical history and examination: History of symptoms Location of site(s) of mass History of skin cancers removed History of smoking. Provide if available: Ultrasound results CT scan results. FNA results  Instruct patient to bring films & diagnostic results to the Specialist Clinic appointment	Urgent: Confirmed or suspected Tumour  Additional Comments: Referrals for patients with mumps or patients with HIV with bilateral symptoms should be directed to an infectious disease service. Referrals for patients with Sjogren's syndrome should be directed to a rheumatology service.		As required



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Paediatric Neck Mass		Clinical history & examination: Detailed history of mass Imaging: US +/- FNA, MCS, AFB, no CT neck  Diagnostics: FBE, CRP, EBV CMV serology Consider Bartonella serology, Toxoplasmosis, HIV titre if indicated	Increasing size - Not responding to antibiotics  Persisting > 6 weeks  Semi-urgent  Suspected thyroid mass  All other neck masses		
		NASAL AND SINUS			
Rhinosinusitis  Direct to an appropriate emergency department for: Complicated sinus disease with:         • orbital and / or neurological signs         • severe systemic symptoms         • periorbital oedema or erythema         • altered visual acuity, diplopia, or reduced eye movement.	When to refer:  New and persistent unilateral nasal obstruction present for more than four weeks Rhinosinusitis that has not responded to three months of intranasal steroid and nasal lavage treatment.  Referral to a public hospital is not appropriate for:	Clinical history and examination: Presence of epistaxis Details of previous medical management including the course of treatment (e.g. intranasal steroid, nasal lavage or antibiotics) and outcome of treatment.  Consider skin prick/RAST/IgE CT sinuses (non- contrast)			



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	<ul> <li>Patients with headaches who have a normal CT scan which has been performed when the patient has symptoms</li> <li>Patients who have not had three months of intranasal steroid and nasal lavage treatment.</li> </ul>	Instruct patient to bring films & diagnostic results to the Specialist Clinic appointment			
Nasal Obstruction/Congestion	<ul> <li>Manage co-         existing         allergies         /asthma</li> <li>Antihistamine for         allergic rhinitis</li> <li>Saline rinse/irrigation</li> <li>Intranasal steroid         sprays (e.g.         mometasone)</li> <li>Assess symptoms         unilateral/bilateral,         altering postnasal         discharge, recurrent         sinusitis</li> <li>Intranasal examination         after decongestion-         polyps, deviated septum,         enlarged turbinates</li> <li>Consider referrals to         allergy specialist</li> </ul>	Clinical history and examination: Document symptoms, duration & treatments trialled  Diagnostics: Consider skin prick/RAST/IgE CT sinuses (non- contrast)  Instruct patient to bring films (CT) & diagnostic results to the Specialist Clinic appointment	Urgent Unilateral polyps Bloody discharge  Routine Bilateral polyps Allergic rhinitis not responding to maximal medical management		As required



Condition / Symptom GI	P Management	Investigations Required Prior to Referral	Expected Triage Outcome	Expected Specialist Intervention Outcome	Expected number of Specialist Appointments
	When to refer: Nasal obstruction that has not responded to three months of intranasal steroid and nasal lavage treatment.  Please arrange CT sinuses (non- contrast) and include report with referral.				
Epistaxis- persistent or recurrent  Refer to ED if  Large volume epistaxis Hemodynamically unstable	Educate patient on applying pressure on nostrils Consider cautery with silver nitrate Intranasal pack Assess whether bleeding in unilateral or bilateral Determine whether bleeding in anterior or posterior Determine if coagulopathy/platelets disorder or if Hypertension present	Clinical history and examination: Examination findings Document medications- NSAIDS, aspirin, warfarin etc. Provide if known: History of bleeding disorder  Instruct patient to bring films & diagnostic results to the Specialist Clinic appointment	Routine:		As required
Chronic Sinusitis/Polyposis	Trial antihistamines, antibiotics intranasal sprays  Intranasal examination after decongestion	Clinical history and examination: Document symptoms, duration and treatments tried	Routine: Chronic & recurrent not responding to maximal medical management		As required



Condition / Symptom	SP Management	Investigations Required Prior to Referral	Expected Triage Outcome	Expected Specialist Intervention Outcome	Expected number of Specialist Appointments
Acute Sinusitis  Refer to ED if any Complications: Periorbital cellulitis Orbital abscess Rapidly evolving symptomatology in immunosuppressed patient	When to refer: If abnormal symptoms persist and/or abnormal findings  Trial Antihistamines, Intranasal steroids and/or antibiotics Consider oral steroids  Assess signs of Unilateral or bilateral nasal congestion including:  • Purulent discharge • Dental pain • Facial, forehead o periorbital • Persisting URTI >7 days When to refer: If not responding to medical management.  Referral not appropriate for: If treatment relieving symptoms	Imaging: CT scan (non contrast)  Instruct patient to bring films & diagnostic results to the Specialist Clinic appointment  Clinical history and examination: Document symptoms, duration and treatments tried  Diagnostics: CT sinuses (non- contrast)  Instruct patient to bring films & diagnostic results to the Specialist Clinic appointment	Urgent: If treatment not successful  Referral not appropriate for: If treatment relieving symptoms		As required
Acute Nasal Fracture:	Referral not appropriate for:  The nose is not bent, or there is no new deformity, or there is no obstruction		As patients with an acute nasal fracture should be referred to an appropriate emergency department for ENT assessment, public hospital specialist clinics should not receive any		



Condition / Symptom GP	Management	Investigations Required Prior to Referral	Expected Triage Outcome	Expected Specialist Intervention Outcome	Expected number of Specialist Appointments
Direct to an appropriate			referrals for this presenting		
emergency department for an			Problem.		
<ul> <li>Acute nasal fracture with septal haematoma.</li> <li>A new injury where the nose is bent, there is a compound fracture or epistaxis that fails to settle.</li> <li>Please refer within a week of the injury and indicate the date and mechanism of the injury.</li> </ul>			Except to arrange GAMP within 1 week following ENT assessment.		
Facial Pain	Assess whether associated with significant:  Nasal congestion or discharge TMJ dysfunction Dental pathology, sinus, pathology Intranasal deformity. If evidence of acute sinusitis- commence treatment	Clinical history and examination: Document symptoms, duration and treatments tried  Instruct patient to bring films & diagnostic result to the Specialist Clinic appointment	Additional notes: Consider referral to neurology +/- dentist in the absence of nasal symptomatology or normal CT sinus		As required
	PHA	ARYNGEAL, TONSILITIS &	ADENOID		
Obstructive sleep apnoea	When to refer:	Clinical history and examination:			



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Immediately contact the ENT registrar to arrange an urgent ENT assessment for:  Rapid progression of obstructive sleep apnoea.	Obstructive sleep apnoea with:  Nasal obstruction  Macroglossia.  Additional Comments:  Referrals for other forms of  obstructive sleep apnoea should be directed to a multidisciplinary sleep  clinic or respiratory service.	History of symptoms over time and burden of symptoms, sleep quality (especially the story from partner), waking during the night and level of tiredness (including Epworth Sleepiness Scale)  Patient's weight  If the patient is taking an antidepressant medicine.  Provide if available:  Recent polysomnography results.  Instruct patient to bring films & diagnostic results to the Specialist Clinic appointment	Note - Referral may be declined or redirected if more appropriate for respiratory or sleep service.		
Acute tonsillitis  Emergency Department for:  Not tolerating oral intake  Airway issues  Evidence of quinsy	Treat with antibiotics (as per Antibiotic Therapeutic Guidelines)  Document frequency of attacks	Clinical history and examination: Frequency of attacks, previous peritonsillar abscess/quinsy, any bleeding history	Urgent: Between 7-10 days  Semi Urgent: Post 10days  Routine:		As required



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	Document tonsillar exudate  When to refer: Consider this	Instruct patient to bring films & diagnostic results to the Specialist Clinic appointment	5		
Direct to an appropriate emergency department for: Abscess or haematoma (e.g. peritonsillar abscess or quinsy) Acute tonsillitis with: difficulty in breathing unable to tolerate oral intake uncontrolled fever. Post-operative tonsillar haemorrhage.	Treat with antibiotics  Document frequency of attacks  Document tonsillar exudate  When to refer: Chronic or recurrent infection with fever or malaise and decreased oral intake and any of the following:  • four or more episodes in the last 12 months • six or more episodes in the last 24 months • tonsillar concretions with halitosis • absent from work or studies for four or more weeks in a year.  Suspicious unilateral tonsillar solid mass with or without ear pain.	Clinical history and examination: History of tonsillitis episodes and response to treatment If the patient is taking anticoagulant, or any other medicine that may reduce coagulation, or if there is a family history of coagulation disorder.  Instruct patient to bring films & diagnostic results to the Specialist Clinic appointment	Referral to a public hospital is not appropriate for:  • If the patient is not willing to have		As required



Condition / Symptom GP	Management	Investigations E Required Prior to Referral	xpected Triage Outcome	Expected Specialist Intervention Outcome	Expected number of Specialist Appointments
Peritonsillar cellulitis/Abscess  Quinsy  Emergency Department for:  Not tolerating oral intake Airway issues Evidence of quinsy	Treat with antibiotics (as per Antibiotic Therapeutic Guidelines)  When to refer: Always	Clinical history and examination: Stridor, voice change, trismus, airway concerns Instruct patient to bring films & diagnostic results to the Specialist Clinic appointment	Urgent:		As required
Infectious Mononucleosis Viral Pharyngitis  Emergency Department for:  • Not tolerating oral intake  • Airway issues  • Evidence of quinsy	Monospot / EBV serology if suspect EBV tonsillitis  When to refer: If not responding to treatment	Clinical history and examination:  Diagnostics: Monospot test / EBV serology FBE, UE, CRP  Instruct patient to bring films & diagnostic results to the Specialist Clinic appointment	Urgent:		
Adenoiditis hypertrophy + Upper airway obstruction	Treat with antibiotics (as per Antibiotic Therapeutic Guidelines)  Document all symptoms  When to refer: If not responding to treatment	Clinical history and examination: Document all symptoms inc: Nasal obstruction, nasal discharge, systemic features  Instruct patient to bring films & diagnostic results to the Specialist Clinic appointment	Urgent: Severe symptoms present directly to ED.		



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Neoplasm Please call ENT Registrar via Austin Switchboard to discuss	Treat with antibiotics (as per Antibiotic Therapeutic Guidelines)	Clinical history and examination: Document all symptoms Risk factors: smoking, alcohol intake, airway issues, previous malignancy  Diagnostics: CT neck (with contrast), US neck + FNA  Instruct patient to bring films & diagnostic results to the Specialist Clinic appointment	Urgent:		
		HOARSENESS			
Direct to an appropriate emergency department for: Hoarse voice associated with difficulty in breathing or stridor Hoarse voice associated with acute neck or laryngeal trauma.	Commence where indicated:  Rest voice Antibiotics Inhalant steroid sprays Humidification Smoking cessation Reduce caffeine intake  When to refer: Persistent hoarseness, or change in voice quality, which fails	Clinical history and examination: Document all symptoms If patient is a professional voice user Any of the following:	Urgent: If symptoms persisting over 4wks & any of following:  • History of smoking  • Excessive alcohol  • Recent intubation/previous tracheostomy  • Recent cardiac or neck surgery  Semi-Urgent Recurrent symptoms in patients with no risk factors		



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	to resolve in four weeks  Recurrent episodes of hoarseness, or altered voice, in patients with no other risk factors for malignancy.	to the Specialist Clinic appointment			
		EARS	-		
Immediately contact the ENT registrar to arrange an urgent ENT assessment for:  • Ear discharge with moderate to severe persistent ear pain, persistent headache, cranial nerve neuropathy or facial palsy • Malignant otitis externa • Suspected skull base osteomyelitis • Cellulitis of the pinna • Suspected mastoiditis • Osteitis ear.	<ul> <li>When to refer:         <ul> <li>Non-painful discharging ear for longer than two weeks that fails to settle with treatment.</li> <li>Otorrhea clear discharge</li> <li>Cholesteatoma.</li> </ul> </li> </ul>	Clinical history and examination: Document all symptoms Provide if available			



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Acute Otitis Media (AOM)  Direct to an appropriate emergency department for an ENT assessment:  • Facial Nerve Palsy • Acute Mastoiditis • Subperiosteal abscess (pinna protrusion) • Meningitis/encephalitis	Start broad spectrum antibiotics  Start Analgesia  Children: start topical decongestants  Adult: start systemic decongestants  When to refer:	Clinical history and examination: Document all symptoms including: Otalgia Fever Otorrhea  Diagnostics: Microscopy, culture and sensitivity (MCS) ear swab.  Instruct patient to bring films & diagnostic results to the Specialist Clinic appointment	Semi Urgent: Cholesteatoma Syndromic, craniofacial abnormalities, cleft palate Routine: AOM with TM perforation with persisting concerns >6weeks Recurrent AOM (>3 episodes in 6 months or > 4 episodes in 12 month)		
Otitis Media with Effusion' Glue Ear"	Start systemic antibiotics and at least one course B-Lactamase resistant antibiotic  When to refer: Ongoing symptoms	Clinical history and examination: Document all symptoms URTI, hearing loss, speech/developmental delay indigenous background Diagnostics: Microscopy, culture and sensitivity (MCS) ear swab.	Semi-urgent TM abnormalities (cholesteatoma, TM retraction) Speech / developmental delay Severe hearing loss  Routine Mild hearing loss		



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Acute Otitis Externa	Apply topical antifungal or antibiotic therapy as indicated  Start systemic antibiotics if cellulitis around canal.  Insert ear wick if canal oedematous  Avoid syringing Avoid using hearing aids  When to refer: If not responding to medical management.	Clinical history and examination: Document all symptoms Otalgia Otorrhea  Diagnostics: Ear swab MCS, including fungus  Instruct patient to bring films & diagnostic results to the Specialist Clinic appointment	Urgent Confirmed otitis externa & persistent sx & pain Hearing loss despite maximal medical management  Semi-urgent Confirmed otitis externa without pain		
Foreign Bodies  Refer to ED if  · Suspicion of button battery · ingestion/inhalation	Remove if only technically able, stop immediately if any bleeding	Clinical history and examination: Document all symptoms Type of foreign body, duration  Instruct patient to bring films & diagnostic results to the Specialist Clinic appointment  HEARING LOSS	Urgent		
		HEARING LUSS			
Bilateral or asymmetrical hearing loss	Cerumen dissolving ear drops  When to refer:	Clinical history and examination: Document all symptoms	Urgent: • rapid progressive severe unilateral or bilateral SNH		



Condition / Symptom GP	Management	Investigations Ex Required Prior to Referral	xpected Triage Outcome	Expected Specialist Intervention Outcome	Expected number of Specialist Appointments
Direct to an appropriate emergency department for an ENT assessment and commencement of treatment:	<ul> <li>Asymmetrical hearing loss with significant impact on the patient</li> <li>Sensorineural hearing loss confirmed by diagnostic audiology assessment</li> <li>Symmetrical hearing loss caused by ototoxic medicine(s).</li> <li>Referral to a public hospital is not appropriate for:         <ul> <li>Symmetrical gradual onset hearing loss</li> <li>Symmetrical agerelated hearing loss</li> <li>Patients with a normal audiogram.</li> </ul> </li> </ul>	Description of hearing loss or change in hearing  Diagnostics: Results of diagnostic audiology assessment.  Instruct patient to bring films & diagnostic results to the Specialist Clinic appointment	unilateral vertigo/tinnitus  Routine: Other eligible referrals		
		TINNITUS			
Tinnitus	If non-pulsatile GP Management: Clear cerumen	Clinical history and examination: Document all symptoms	Urgent: Pulsatile - to rule out tumour Vertigo Hearing loss Otalgia		



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	Check TM-if clear no treatment  When to refer:  Recent onset of unilateral tinnitus Pulsatile tinnitus present for more than six months.	Results of diagnostic audiology assessment.  Instruct patient to bring films & diagnostic results to the Specialist Clinic appointment	Non Urgent: Recent onset unilateral		
		DIZZINESS			
Vertigo (ENT):  Direct to an emergency department for:  Sudden onset debilitating vertigo where the patient is unsteady on their feet or unable to walk without assistance  Barotrauma with sudden onset vertigo, or symptoms suggestive of stroke or transient ischaemic attacks.	Important to rule out central causes  Consider possible causes (migraine, medications, orthostatic or cardiac)  If Dix Hallpike Test positive, perform repositioning manoeuvre (Epleys, log roll)  Consider referring for vestibular physiotherapy  Consider safety, falls prevention	Clinical history and examination:  Results of diagnostic vestibular physiotherapy assessment or Epley manoeuvre  Results of diagnostic audiology assessment  Onset, duration, nature and frequency of vertigo.  Provide if available:	Urgent:  Sudden onset associated with barotrauma  Routine  BPPV refractory to repeated repositioning manoeuvre or after seeing vestibular physiotherapist  Additional Comments:		
	When to refer:	Description of any of the following:	Chronic or episodic vertigo and vertigo with other neurological symptoms		



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	Vertigo that has not responded to vestibular physiotherapy treatment.	<ul> <li>Functional impact of vertigo</li> <li>Any associated otological or neurological symptoms</li> <li>Any previous diagnosis of vertigo (attach correspondence)</li> <li>Any treatments (medication or other previously tried, duration of trial and effect</li> <li>Any previous investigations or imaging results</li> <li>Hearing or balance symptoms</li> <li>Past history of middle ear disease or surgery.</li> <li>History of any of the following:         <ul> <li>Cardiovascular problems</li> <li>Neck problems</li> <li>Neurological</li> <li>Auto immune conditions</li> <li>Eye problems</li> <li>Previous head injury</li> </ul> </li> </ul>	neurology service.		



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		FACIAL PARALYSIS			
Facial Paralysis	Eye protection if incomplete closure - Lacrilube & tape eye shut nocte  If suspicious of Bell's palsy or Ramsay Hunt Syndrome:  • Consider steroid treatment if indicated • Anti-viral treatment if associated with vesicles  When to refer: Acute facial paralysis.	Clinical history and examination: Immediate vs delayed, complete vs incomplete, trauma, surgery, otological sx, hx of skin or head/neck malignancy  Diagnostics: If relevant, CT temporal bone/neck, Audiogram  Instruct patient to bring films & diagnostic results to the Specialist Clinic appointment	Urgent: Lower motor neuron + hearing loss/otalgia/otorrhea/other cranial nerve palsy Vesicles in ear or oral cavity Perineural spread from cutaneous SCC - No improvement or worsening palsy despite treatment		
		DYSPHAGIA			
Direct to an emergency department for: Sudden onset of inability to swallow Inability to swallow Swallowing problems accompanied by difficulty in breathing or stridor Difficulty in swallowing caused to a foreign body or solid food.	Consider referring to Speech Pathologist +/- Neurology  When to refer: Oropharyngeal or throat dysphagia with either:  • hoarseness • progressive weight loss • history of smoking	Clinical history and examination: History of symptoms over time History of smoking History of excessive alcohol intake.  Imaging: Chest x-ray Barium swallow Soft tissue studies of neck	Urgent: Suspicion of oropharyngeal lesion Hoarseness Unilateral otalgia Progressive weight loss Significant dysphagia + - Gagging/choking/coughing on swallowing Food or liquid regurgitation Recurrent chest infection		



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	<ul> <li>excessive alcohol intake.</li> <li>Progressively worsening oropharyngeal or throat dysphagia</li> <li>Inability to swallow with drooling or pooling of saliva.</li> </ul>	Thyroid studies  Instruct patient to bring films & diagnostic results to the Specialist Clinic appointment	Additional Comments: Referrals for oesophageal dysphagia should be directed to a gastroenterology service		