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Samuel L. Isley
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MEMORANDUM

TO: Hospital Admitting Agencies

FROM: Alicia Graham, LPC
UR/STR Manager

DATE: January 28, 2008

RE: Communication Bulletin #17
Regional Referral Form for Admission Authorizations to a
State Psychiatric Hospital/ADATC

Attached is a new statewide Regional Referral Form, DMH 1-73-00 (Rev 12/07), which is to be used starting February 1, 2008. This form will replace all previous forms used to authorize State psychiatric hospital or Alcohol and Drug Abuse Treatment Center (ADATC) bed days.

This standardized form is to be used statewide and may not be modified in any way by LMEs, state facilities or any other referring entity.

The Bed Day Allocation Policy and Procedure (ASPR# SOS-101) accompanies this form and should be referred to for usage of this form for authorization of bed days at the State psychiatric hospitals. All pertinent information should be filled in before a bed day authorization is made. This form does not change the existing bed day authorization policy. Please note that Exception paperwork is still required for patients with Axis II diagnoses of mental retardation or a developmental disorder per SB859 before an authorization can be made and accepted by a facility.

Please make every effort to make sure that the information provided is comprehensive, and accurate and that the form is used appropriately. Appropriate use of this form is crucial to the success of approving state psychiatric hospital and ADATC care. Please contact Kent Smith, Hospital Liaison for Alamance-Caswell-Rockingham LME, at Ksmith@acmhdds.org or 336-513-4200 if you have questions regarding the form or accompanying instructions.