

REFERRAL CHECKLIST

FOR NURSING HOMES – ASSISTED LIVING FACILITIES – OTHER CARE FACILITIES

Psychiatric Inpatient Unit

- **Step 1:** Place call to SBS to start the inquiry process.
To make a referral, 24 hours/day: (608) 348-3656, option 1 for inpatient unit
- **Step 2:** Southwest Behavioral Services clinical staff need the following diagnostic studies and information prior to determining the appropriateness of admission for referred individuals. Additional information may also be requested if needed by the physician.
 - Facesheet/Demographic information for patient
 - Copy of insurance cards (front and back)
 - Most recent History & Physical
 - **Labs: UA, CBC, TSH, CMP required. Dilantin, Digitoxin, or INR level (if applicable).**
**Results must be within the last week*
 - Medication list/MAR (last 24 hours)
 - Physician notes/orders
 - Nursing assessment, care plan, and notes (for one week)
 - Psychiatric evaluation and diagnoses (if available)
 - Code status – If patient is DNR, send supporting documentation
 - Legal paperwork: Guardianship, POA, Certificate of Incapacitation, Commitment, or other legal papers (if applicable)
 - Verify that patient's primary care provider (PCP) has been consulted and agrees with inpatient treatment

Once we have received the required information, our physicians and clinical staff will review it and make a determination as to admission. **Please do not transport the patient to our facility until you have received verbal confirmation that the patient has been approved for admission.**

Please fax all information to: (608) 342-3026

Attn: Noelle Hebgen
Director of Inpatient Services
Southwest Behavioral Services

