

REFERRAL CHECKLIST

FOR HOSPITALS – EMERGENCY ROOMS – MOBILE CRISIS

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, Dilantin, Digitoxin, or INR level (if applicable)
 - Blood alcohol levels, urine drug screen
 - Acetaminophen (for suicidal or overdose patients)
 - Medication list
 - Physician notes/orders
 - Nursing assessment and progress notes
 - Psychiatric evaluation and diagnoses (if available)
 - Code status – If patient is DNR, send supporting documentation
 - Nursing Homes/Other group living facilities: MAR from day of admission to our unit
 - Hospitals: Complete discharge summary including discharge medication orders

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

