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## Expedited Referral Information Sheet

Four Winds Hospital provides a broad range of inpatient and outpatient mental health treatment services for Children (5-12 years old), Adolescents (13-17 years old), and Adults (18 and older).

When calling to make a referral, providing the following information will help to expedite the admission process:

- Provisional Diagnosis
- Admission Status: Voluntary, Minor Voluntary, 2PC, 1PC, Informal. Four Winds also accepts 2PC patients from *outside of New York State* with completion of a Certificate of Examining Physician application from two Physicians who are Licensed in New York State.
- Mental Status
- Management Concerns
- Recent Hospitalizations
- Medications
- Alcohol/Substance Abuse
- Current Living Situation
- Medical Problems
- Patient Immunization Records (upon admission)

### MEDICAID

Four Winds accepts New York State Medicaid (under 22 and over 65). **Managed Medicaid** accepted for all ages.

Please provide:

- CON signed by MD and other credentialed provider; i.e. social worker, nurse, psychologist/school psychologist.
- Medicaid number, access number, sequence number

### MEDICARE

- Four Winds accepts Medicare

### COMMERCIAL INSURANCE

- Who is the insured person
- His/Her social security number and date of birth
- Name of employer
- Name of insurance carrier
- Identification number on insurance card
- Number to call to verify benefits (on card)

### CUSTODY ISSUES

- Patients under 18 years of age must be signed into the hospital by a parent or court designated legal guardian.
- Proof of custody/guardianship must be presented at the time of admission.

Our referring community includes: clinicians, managed care organizations, schools, employers, employee assistance program personnel, clergy, family members, community agencies, and self-referrals. Four Winds maintains regular contact with the referring professional during the admission process and throughout the treatment experience.

Most major medical policies cover treatment at Four Winds Hospital. Four Winds is a provider member of major managed care networks, Blue Cross, Medicare and Medicaid (NY State under 22 and over 65), and Managed Medicaid.

Call 1-800-546-1754, ext. 2413 to receive a hospital brochure, literature on the various treatment programs, and a listing of Professional Education Events.