



30 Crescent Avenue • Saratoga Springs, NY 12866 • 1-800-888-5448 or 1-518-584-3600 • www.fourwindshospital.com

## Referral Information Sheet

Four Winds Saratoga provides a broad range of inpatient and outpatient mental health treatment services for children, adolescents, adults, and older adults.

Four Winds accepts calls 24 hours a day, 7 days a week. 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 New York State Medicaid (under 21 and over 65). Managed Medicaid is accepted for all ages.

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

- Demographic information: Name, address, phone number, date of birth, SS # of patient
- Provisional Diagnosis
- Mental Status
- Management Concerns
- Recent Hospitalizations, including Name, Facility and Dates of Service
- Medications
- Alcohol/Substance Abuse History
- Current Living Situation
- Medical Problems

### MEDICAID

Four Winds accepts New York State Medicaid for patients under 21 and over 65. Managed Medicaid is accepted for all ages. Please provide:

- Medicaid care number, access number, sequence number
- A CON may be required depending on clinical information provided

### 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 16 years of age must be signed into the hospital by a parent or court designated legal guardian. Proof of custody/guardianship is required to be presented at time of admission.

**Calls answered 24 hours a day, 7 days a week - Evaluations scheduled by appointment only.**  
**Contact CES at 1-800-888-5448 or 1-518-584-3600**

*“Celebrating 30 Years of Clinical Excellence in a Caring Environment”*