

Charleston/Dorchester Community  
Mental Health Center

**EXTERNAL REFERRAL POLICY**

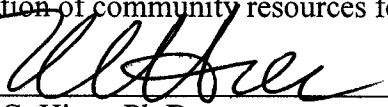
**Policy:**

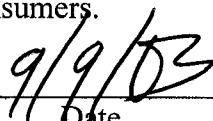
It is the policy of the Charleston/Dorchester Community Mental Health Center to assist consumers in obtaining the most effective and appropriate care possible. Referrals to other agencies may be made at any time prior to treatment, during treatment or consumer completion of a specific program. Referral may be made in place of treatment, in addition to treatment or program placement. External referrals are to resources outside the Charleston/Dorchester Community Mental Health Center.

**Procedure:**

- a. The mental health professional completes an assessment of consumer needs, strengths, abilities, preferences, severity of symptoms and, if applicable, the consumer's recent responses to treatment.
- b. Treatment Care consultation and treatment team staffing as necessary.
- c. Consumer involvement in the staffing/consultation process with mutual agreement of referral as appropriate.
- d. Complete an Authorization to Disclose Form and follow all appropriate HIPAA guidelines.
- e. Telephone call or other contact with the referral source to provide both consumer and referral source with necessary information.
- f. Arrangement for and appointment scheduling for the consumer.
- g. Arrangements for the consumer's continuing care and follow-up as needed.
- h. Documentation of all coordination, linkage and integration of services in medical record (i.e., clinical service note or individual treatment plan).
- i. Referral outcome documentation with consumer's informed consent.

Referral Sources Directory is available to all clinician/counselors. The directory will, at a minimum, include the telephone and listing of specific services offered. The Charleston/Dorchester Community Mental Health Center will provide current information on relevant resources and services available to the consumer linkage and coordination of community resources for special needs consumers.

  
\_\_\_\_\_  
Thomas G. Hiers, Ph.D.  
Executive Director

  
\_\_\_\_\_  
Date  
(Revision of Policy Dated 1/31/97)