

Partial Hospitalization Program (PHP)

Referral Form

Email to: BayridgePHP@lahey.org

OR

Fax to 781-477-6949

Directions: -Please complete referral form **in its entirety** and send to the fax or email above
-If referring from outside the BILH system, please include face sheet, copy of insurance card, psychosocial, updated medication list, list of providers, psychiatric history, and discharge summary.
-If referring before discharge, please make sure to fax/email a discharge summary upon discharge.
-Please call to confirm receipt of your referral

Referral Source

Name: Phone:
Agency: E-Mail:
Date of Referral: Requested Start Date: Discharge Date (if applicable):

Client Information

Name:
EPIC MRN:
DOB: Gender:
Address:
City: State: Zip:
Phone:
Email:
Interpreter needed?

Insurance Information

Primary Insurance:
Policy #:
Secondary Insurance:
Policy #:

Risk Factors

Suicidal Ideation Violent Behavior
Self-Injurious Behavior Trauma
Homicidal Ideation Med Non-Compliance
Please describe:

Emergency Contact

Name:
Phone:

Ambulation Issues, Assistive Devices, or

Assistance Needed? Y N

If yes, please describe:

Presenting Problem

Transportation: How do you plan to get here?

Providers

PCP:
Phone:
Fax:
Therapist:
Phone:
Fax:
Prescriber:
Phone:
Fax:

Diagnosis (Include ICD-10 Code) *must be MH primary

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PHP Referral Policy

The BayRidge Partial Hospitalization Program welcomes and appreciates your referrals. With a few exceptions, clients whom you refer arrive at BayRidge on schedule and are admitted into the Program. In the case of those who for one reason or another do not get admitted to the Program, we would like you and the client to be informed of our policy.

- 1) If the client does not show up at BayRidge:
 - a. We make an initial call to check in with the client to find the reason for the no show and determine that the client is safe.
 - b. We will call the referral source to inform the clinician and MD at that agency of the no-show and reason why if known. Any subsequent follow up with the client (e.g. filing a section 12) is left to the referring agency, since the BayRidge PHP staff will not have evaluated the client.
 - c. If unable to make contact with the client, a call will be made to the emergency contact on file to assess if there are any safety concerns or if a wellness check is necessary.
- 2) If the client does show up but is not admitted to the Program, BayRidge staff will arrange alternative services when indicated.
- 3) If a client does show up but decides not to stay in the Program and a more intensive level of care is not indicated, we will contact the referring agency to inform them that the patient is not in treatment at BayRidge.

It is important that all clients referred to us know that for their safety we must have a list of contacts for them and that we will call these contacts in the event that any of the above situations occur.



Please note that lack of information requested may delay the scheduling of appointments