**HAMILTON CENTER, INC.**

**CLINICAL PROCEDURE MANUAL**

Section: **OUTPATIENT CLINICAL** Procedure No.:

Date Originated:

Procedure: **EXTERNAL REFERRALS** Last R/R Date:

QLF Approval Date:

Posted:

PURPOSE

To establish Hamilton Center, Inc (HCI) process for referring consumers to external service providers for treatment.

PROCEDURE

To ensure consistent and well documented external referrals of Hamilton Center Inc. consumers.

PROCEDURE COMPONENTS

1. Referring Consumers to an External Service Line
   1. If a provider has clinical recommendation for a consumer to receive treatment for a service offered outside of HCI and the consumer is agreeable to receive recommended treatment, the provider will complete an external referral form indicating each service being recommended.
   2. Provider will complete the external HCI referral form in the Electronic Medical Record in its entirety, indicating what services the consumer will be referred to, the specific service that is being referred and complete details to why the service is necessary.
   3. The Provider will choose one or multiple external referral options including Hospital, Emergency Department, Crisis Services, Substance Use Services, Housing Services, Food or Clothing Services, Insurance Services, Education Services, Healthcare Services, Dental Services.
   4. The Provider will follow up with the consumer to ensure that follow up services are documented in the electronic medical record.

* *Any internal service line referrals will be indicated on the internal referral form as indicated in CP 01.01.40.00.*