

to BHS 9/20/06

HEALTH CARE AGENCY
BEHAVIORAL HEALTH SERVICES
ADULT MENTAL HEALTH SERVICES
POLICIES AND PROCEDURES

SECTION & PAGE: 900.01
DATE APPROVED: 7/23/02
APPROVED BY: D. Barton
 NEW REVISED

SUBJECT: ETS Referral of Clients with Medicare/Private Insurance to Acute Inpatient Psychiatric Treatment **CHANGE NOTICE:**

PURPOSE: To provide a uniform procedure for referring clients with Medicare/private insurance to community inpatient providers.

SCOPE:

The provisions of this policy are applicable to all Evaluation and Treatment Services (ETS) County and contracted staff and HCA Interns and volunteers who provide services at ETS.

METHOD:

1. The Officer of Day at the ETS will complete a contact/confirmation sheet on all persons referred from the community to the ETS.
2. A financial evaluation will be completed on all individuals admitted to the ETS as soon as possible after admission by the financial counselor or the designated clerical support staff on duty.
3. The financial counselor shall inform the Officer of the Day of the client's eligibility for Medicare, Medi-Cal, or private insurance.
4. If a client has private insurance, the ETS is responsible for contacting the insurance provider per ETS protocols to obtain necessary authorization and/or direction for facility placement.
5. If insurance coverage cannot be determined, the ETS Officer of the Day or the clinician caring for the client will make a referral to a County of Orange bed for unfunded clients.
6. Clients who are identified as OC Medi-Cal beneficiaries will be referred to a contract hospital per ETS Managed Care protocols.
7. ETS is responsible for arranging and obtaining necessary preauthorization for transportation of the insured client to the acute inpatient facility.
8. Clients who are Medicare beneficiaries will be referred to a Medicare facility according to:
 - a. Insurance plan
 - b. Past treatment
 - c. On-going treatment by a participating Medicare eligible psychiatrist
 - d. Geographic location of facility in relationship to client's home
 - e. Client preference
 - f. Bed availability
9. The accepting hospital is responsible for obtaining the services of a psychiatrist and internist for the Medicare or privately insured client. The ETS psychiatrist shall not make arrangements for transfer of a client with Medicare or private insurance to himself as an attending psychiatrist at an acute inpatient psychiatric hospital.
10. The ETS psychiatrist will be available for a telephone consultation with the accepting psychiatrist.

HEALTH CARE AGENCY
BEHAVIORAL HEALTH SERVICES/ADULT MENTAL HEALTH SERVICES
~~POLICIES AND PROCEDURES~~

SECTION & PAGE: ~~400.24~~ ^{350.01}

DATE APPROVED: 7/23/02

APPROVED BY: [Signature]

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