

**THIS IS ONLY A SAMPLE**  
**PLEASE WRITE YOUR OWN BASED ON THE SPECIFIC NEEDS/SITUATIONS OF**  
**YOUR PRACTICE**

**COMMUNICATION BETWEEN BEHAVIORAL HEALTH PROVIDER AND PCP  
REGARDING MEDICATION MANAGEMENT**

**POLICY:**

\_\_\_\_\_ shall ensure that members receive  
Practice/Practitioner's Name  
continuity and coordination of their behavioral health medication management  
and medical care.

**PURPOSE:**

\_\_\_\_\_ shall ensure the continuity and  
Practice/Practitioner's Name  
coordination of care for all members through the exchange of information in an  
effective, timely and confidential manner, including member approved  
communications between behavioral health practitioners and providers and  
primary care physicians (PCP).

**GUIDELINES:**

1. A member who presents for medication management will be asked to sign a release of information to their PCP to allow the exchange of information between the behavioral health provider and the PCP. Documentation will be noted in the member's clinical record if the member refuses to sign for a release of the information.
2. The behavioral health practitioner/provider shall contact the PCP following completion of the initial psychiatric evaluation in which there is a determination of the need for medication or after a member already taking psychotropic medication becomes established with the provider for medication management. Thereafter, the behavioral health practitioner/provider will communicate to the PCP, when psychotropic medications are prescribed or discontinued, there is a significant change in the member's clinical condition, diagnosis or prognosis or the member is hospitalized for behavioral health and/or substance abuse.
3. Communication between the behavioral health provider and the PCP may occur via mail, fax or telephone call. There will be documentation in the clinical record that such communication occurred.
4. For ease with communication, the practitioner can use the attached form to send to the PCP for regular updates on medication management.