

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

**COMMUNICATION BETWEEN BEHAVIORAL HEALTH PRACTITIONER
AND
OTHER NON-MEDICAL/SERVICE ENTITIES**

POLICY:

_____ shall ensure that members receive
Practice/Practitioner's Name
continuity and coordination of their behavioral health and other supportive,
related services.

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/providers and other
agency/service providers who will serve in a complimentary and supportive role
for the member.

GUIDELINES:

1. A member who presents for behavioral health treatment who is currently receiving services from a non-medical entity or who in the course of the behavioral health treatment is referred to an outside service/program will be asked to sign a release of information to this entity to allow the exchange of information. 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 designated entity following completion of the initial assessment and diagnostic formulation as well as the initial treatment plan. Thereafter, the behavioral health practitioner will contact this service entity when 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 this other service entity may occur via mail, fax or telephone call. There will be documentation in the clinical record that such communication occurred.