

Alpha Hospitals

A STATE OF MIND

Adult Services Referral and Assessment Procedure

Referral enquiries are made to the Referrals and Admissions Co-ordinator during normal working hours; please refer to the out of hours procedure outside normal working hours.

Referrals and Admissions Co-ordinator complete a Referral Tracker form and request further referral information.

Referrals and Admissions Co-ordinator establish that the funding authority are aware of the referral and are happy for us to proceed with a pre-admission assessment.

On receipt, Referrals and Admissions Co-ordinator will forward any referral information to the Responsible Clinician and Clinical Nurse Manager for the service.

Referrals and Admissions Co-ordinator liaise with Assessing Team and the referrer to arrange an appropriate date and time for the assessment within 24 hours of referral; the date and time of assessment is noted on the Referral Tracker form

The assessing team will advise the referrals and admissions co-ordinator of the outcome of the assessment within 24hrs of the assessment.

If the decision is to offer a bed to the patient, the referrals and admissions co-ordinator will inform the referrer. If the decision is to decline the referral, a rationale must be outlined on the referral form and the decision will be shared with the referrer by the referrals and admissions co-ordinator.

A Psychiatric and Nursing assessment reports must be completed no later than 3 working days post assessment. The referrals and admissions co-ordinator will send out the report to the referer.

Referrals and Admissions Co-ordinator liaise with referrer to confirm funding of a placement and offer a date of admission as instructed Responsible Clinician and Clinical Nurse Manager.

Referrals and Admissions Co-ordinator will ensure a full copy of all information relating to the patient is copied to the CPA Co-ordinator, Mental Health Act Co-ordinator, the Responsible Clinician and CNM. A notice of admission will be circulated via email with a Patient No for record keeping and future correspondence.

Referrals and Admissions Co-ordinator file the completed Referral Tracker, Referral Information, Service Level Agreement and Terms of Business

