



What We Need Prior to Admission

- **Completed Application**
 - The application can be found on our website under the admissions tab on the top of the screen. This can be filled out by the family, individual or social worker.
- **Medical Records**
 - **Records from any hospitalizations in the past year.** These records should include the admission note, any substantive progress notes, the clinical discharge summary and physical exam.
 - **Treatment summary from treating psychiatrist** Including how long they have been seeing the patient, diagnosis, past medication trails and **current medication list that is physically signed** by the prescriber
 - **Treatment summary from therapist.**
 - **Physical Exam** If not provided by hospital records and dated within 90 days of expected admission, we will need a "Review Of Systems" performed by an MD or NPR prior to admission.
- **Family Narrative**
 - This is a summary of the applicant's life from earliest recollection and from the family's perspective. This may include childhood experiences and formative events, the nature and timing of mood and behavioral changes, what happened, what was done, what works well and what doesn't.
- **Copy (front and back) of health and dental insurance cards for medical needs and prescriptions.**
 - Note: Medicaid client will need to transfer their coverage to Vermont upon admission.

Helpful Hints:

- If the applicant is in the hospital at present, it is imperative that you have their social worker call Kevin Molloy or Jackie Osborne in admissions prior to their discharge. Obtaining medical records is much easier if the individual is still there. Just have the MSW call and Kevin and Rachel will tell them what we need.
- If the applicant has been in the hospital within the last 90 days, we may be able to use the physical exam they did there rather than having to get a new one. For licensing reasons, we need one dated within 90 days of admission.
- If there are any medical issues or work restrictions it is important we know this ahead of time.
- If either the psychiatrist or therapist wants more detail as to what they should cover in their summary, again, have them call Kevin and Jackie.
- The most current medication list should match the two week supply the applicant brings upon admission and all meds must be in their respective prescription bottles with the proper dosage instructions on each bottle.
- We accept most information via secured fax 802.492.3331, so feel free to fax information anytime.
- Kevin Molloy and Jackie Osborne can be reached by calling 802.772.8350.