


<b>Name of Policy:</b> Admission Criteria for Outpatient Mental Health Services			
<b>Policy Number:</b> 3364-160-SD-136		<b>Effective date:</b> September 22, 2025	
<b>Approving Officer:</b> Chief Executive Officer – UTMHC		<b>Original effective date:</b> 2/2006	
<b>Responsible Agent:</b> Chair, Department of Psychiatry Administrative Director, Department of Psychiatry			
<b>Scope:</b> OP-Clinic-Psychiatry			
Key words: psychiatry, admission, referral, scheduling, diagnostic assessment, resources			
	New policy proposal	<input checked="checked" type="checkbox"/>	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

Individuals seeking services in the Psychiatric Outpatient Clinic will meet specific criteria before admission.

(B) Purpose of policy

To ensure individuals receive the specific services needed.

(C) Procedure

- (1) When a patient or referring provider contacts the Psychiatric Outpatient Clinic requesting services, the clinic staff or designee obtains reason for referral.
- (2) In coordination with scheduling guidelines and the Outpatient Medical Director as necessary, the clinic staff or designee schedules the patient for a diagnostic assessment appointment.
- (3) Based on the diagnostic assessment, the provider will make recommendations for services as identified through the assessment. Individuals who meet a DSM diagnosis and whose mental health needs can be met by the organization are eligible to receive services.
- (4) Patients are offered resource information regarding providers and services outside of the organization as appropriate.

- (5) Patients specifically seeking disability evaluations that are not part of contracted services with a provider in the Psychiatry Outpatient Clinic are informed that such evaluations are not conducted without an assessed need and are only completed after ongoing treatment has been established.

<p><b>Approved by:</b></p> <p><u>/s/</u> Daniel Barbee Chief Executive Officer</p> <p><u>September 22, 2025</u> Date</p> <p><u>/s/</u> Robert Smith, MD, PhD Chair</p> <p><u>8/6/2025</u> Date</p> <p><u>/s/</u> Stephanie Calmes, Ph.D., LPCC-S, LICDC-CS Administrative Director</p> <p><u>8/5/2025</u> Date</p> <p><i>Review/Revision Completed by: Stephanie Calmes, Ph.D., LPCC-S, LICDC-CS Department of Psychiatry Administration Administrative Director</i></p>	<p><b>Policies Superseded by this Policy</b></p> <ul style="list-style-type: none"><li>• ODMH-SD-136</li></ul> <p>Initial effective date: 2/2006</p> <p>Review/Revision Date: 11/2007 10/2/2010 03/03/2014 2/3/2017 11/20/2019 11/01/2022 9/22/2025</p> <p>Next review date: 9/22/2028</p>
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