Name of Policy:	**Admission Criteria for Outpatient Mental Health Services**	THE UNIVERSITY OF TOLEDO **MEDICAL CENTER**
Policy Number:	3364-160-SD-136	
Department:	Psychiatry	
Approving Officer:	Chief Executive Officer - UTMC	
Responsible Agent:	Chair/Medical Director Department of Psychiatry	
	Administrative Director Department of Psychiatry	
		Effective Date: 11/01/2022
Scope:	OP-Clinic-Psychiatry	Initial Effective Date: 02/2006

_____	New policy proposal	__X__	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 agency 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.

Approved by:		Review/Revision Date:
		11/2007
		10/2/2010
/s/ _____	11/01/2022	03/03/2014
Rick Swaine	Date	2/3/2017
Chief Executive Officer - UTMC		11/20/2019
		11/01/2022
/s/ _____	10/11/2022	
Cheryl McCullumsmith, MD, PhD	Date	
Chair/Medical Director		
Department of Psychiatry		
/s/ _____	10/20/2022	
Lindsay Watson, MSW, MBA	Date	
Administrative Director		
Department of Psychiatry		
Review/Revision Completed By:		
Agency Administration		
		Next Review Date: 10/20/2025

Policies Superseded by This Policy: ODMH-SD-136