

Name of Policy: **Admission Criteria for Outpatient Addiction Services**

Policy Number: 3364-160-SD-145

Approving Officer: Chief Executive Officer

Responsible Agent: Medical Director, Department of Psychiatry
Administrative Director

Scope: Outpatient Clinic - Psychiatry



Effective date: November 13, 2023

Original effective date: February 1, 2018

Key words: admission, addiction, eligibility, screening

	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

Adult individuals seeking services for substance use treatment in the psychiatric outpatient clinic will meet specific admission criteria.

(B) Purpose of policy

To ensure individuals receive the specific services needed.

(C) Procedure

- (1) Potential patients will be screened for eligibility at first contact, through a phone interview screening process.
- (2) After screening is complete, patient will either be scheduled for an assessment for outpatient services or referred for possible inpatient admission.
- (3) Patients will be thoroughly assessed by a licensed clinician.
- (4) Providers shall determine level of care by conducting a diagnostic assessment and multi-dimensional assessment utilizing the American Society of Addiction Medicine criteria, also known as the ASAM patient placement criteria.
- (5) When a patient is placed in or referred to a level of care other than the assessed level of care, providers shall document the rationale.

Admission Criteria for Outpatient Addiction Services

- (6) Patients are offered resource information regarding providers and services outside of the program as appropriate.
- (7) For patients seeking medication assisted treatment:
 - (a) Patients are not admitted solely for pain relief purposes.
 - (b) Patients are not excluded from services if they are not currently physiologically dependent; patients can meet mild criteria and be appropriate for services.
 - (c) A physician or designee reviews the examination performed by the licensed clinician.

<p>Approved by:</p> <p>/s/</p> <p>Rick Swaine, CPA Chief Executive Officer</p> <p>_____</p> <p>Date</p> <p>_____</p> <p>/s/</p> <p>Tanvir Singh, MD Service Chief, Dept. of Psychiatry</p> <p>_____</p> <p>Date</p> <p>_____</p> <p>/s/</p> <p>Stephanie Calmes, Ph.D., LPCC-S, LICDC-CS Administrative Director</p> <p>_____</p> <p>Date</p> <p><i>Review/Revision Completed by: Department of Psychiatry Administration</i></p>	<p>Policies Superseded by this Policy:</p> <ul style="list-style-type: none">• <i>None</i> <p>Initial effective date: February 1, 2018</p> <p>Review/Revision Date: December 2, 2020 November 13, 2023</p> <p>Next review date: November 13, 2026</p>
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