3.1 The Referral Process

Step 1:

Pages 1 and 2 of the client screening form are completed by the person making the referral.

Step 2:

The completed screening form along with any supporting documents (copy of insurance card, medical reports, evaluations, medications prescribed, etc.) are emailed or faxed to AYFS. Contact information is found on the screening form.

Step 3:

The program manager will contact the referral source and patient to schedule the assessment and gather additional information as needed.

Step 4:

A licensed clinician will conduct the assessment virtually or in-person and submit the authorization for services to the insurance company.

Step 5:

Upon insurance approval and bed availability, the patient will be admitted to services. Transportation to our facility is the responsibility of the patient.