

BEHAVIORAL HEALTH SERVICES

SHARON REGIONAL  HEALTH SYSTEM

Hiedi Konsol MSW, LISW-S • Clinical Assessment Coordinator

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Thank you for your referral to the Behavioral Health Services, Inpatient Unit. To simplify our admission process, please follow these guidelines:

1. Medical Clearance:

- As part of acceptance into Behavioral Health Services (BHS) the patient must be deemed medically stable. The patient's physician (or their designee) must contact the Sharon Regional Health System admitting physician/clinician for this medical clearance.

2. Transfer of Patient:

When medically cleared, final arrangements for the transfer of any patient(s) must include the following:

- **Consent for treatment:**
 - i. Please contact our **referral line at 724-983-5644** to provide us with a fax number where we can send voluntary admission forms including:
 - a. Form 781, "Consent for Inpatient Treatment"
 - b. Form 783, "Bill of Rights"
 - c. Form 781 B, C, or D, "Explanation of Voluntary Rights"
 - ii. We request that the patient's rights be read prior to signing the "Consent for Inpatient Treatment" form. The "Consent for Inpatient Treatment" form must be signed on both sides where marked. Fax all signed forms to **724-983-3843** and include the original signed consent with the patient upon transfer.
- **Nursing report:**
 - i. A nursing report must be completed with BHS nursing personnel *prior to transfer*. For patients being admitted to our Adult Unit, the nursing report may be called to 724-983-3924.
 - ii. For patients being admitted to our Child/Adolescent Unit, the nursing report may be called to 724-983-3889.
- **Pre-Certification:**
 - i. Please complete pre-certification with the patient's insurance provider. Please relay all authorization information including coverage, date of review, and reviewer contact information. Fax to 724-983-3843.
- **Transportation:**
 - i. Please send the patient to the Emergency Care Center at Sharon Regional Health System, 740 East State Street, Sharon, PA, by ambulance to ensure their safety. Please advise BHS nursing staff of the final transportation arrangements.

3. Questions or Concerns:

If you have any questions or concerns, please call our referral line at 724-983-5644. If you need to contact the BHS unit(s) directly, call 724-983-3924 for the Adult Unit or 724-983-3924 for the Child and Adolescent Unit.