

RIVER VALLEY COUNSELING CENTER, INC.

POLICY/PROCEDURE # C30.03

SUBJECT: COORDINATION WITH PRIMARY CARE PHYSICIAN

DATE REVIEWED/REVISED: 10/15, 11/18

POLICY STATEMENT: RVCC believes that collaboration with the Primary Care Physician is critical in enhancing treatment outcomes and preventing early relapse.

PURPOSE: To ensure coordination of care with the client's Primary Care Physician.

RESPONSIBILITY: Primary Clinician/Case Manager and Medication Prescriber

PROCEDURE:

- A. During the first session, the Primary Clinician/Case Manager will inform the client/family of the need to coordinate care with the client's primary health care provider. This will be done in the client's primary language.
- B. The client/guardian will be asked to sign a release of information form (in their primary language) which enables communication with the primary health care provider.
- C. At the following times, the Clinician who evaluates the patient will contact the Primary Care Physician:
 - 1. By the second session;
 - 2. Whenever there is any significant medication change;
 - 3. When there are any clinically significant lab or diagnostic test results;
 - 4. When there is a need for any medical or other consultations.
- D. All contacts with the primary health care provider(s) are documented in the electronic health record.

All paper copies are uncontrolled. Always refer to the electronic version