

RIVER VALLEY COUNSELING CENTER, INC.

POLICY/PROCEDURE # C60.01

**SUBJECT: AFTER HOURS ADMISSIONS TO PSYCHIATRIC HOSPITALS:
VOLUNTARY AND INVOLUNTARY ADMISSIONS**

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

POLICY STATEMENT:

All clients who need voluntary or involuntary psychiatric admission after business hours shall be referred to Crisis Services or Holyoke Medical Center's Emergency Services for evaluation and/or appropriate referrals to psychiatric hospital settings. The referral will be completed by the Administrator on Duty.

PURPOSE:

To ensure that all RVCC clients receive necessary admissions to hospitals.

RESPONSIBILITY: Administrator on Duty Staff

PROCEDURE:

The Administrator on Duty assesses all clients in crisis and if the client needs an evaluation for crisis services, he/she coordinates an emergency evaluation with BHN Emergency Services. The Administrator on Duty may make a recommendation to crisis teams regarding the inpatient hospitalization.

Information or any such incidents will be communicated the following business day to the treatment staff included so appropriate follow-up care can be provided.