



# INTAKE PROCESS

Below is the basic process and required information to process intakes/referrals for Orchard Park Hospital, LLC. If you have any questions about the information below or at any point during the intake process, please contact our Intake Department at 304-810-2116, option 1.

1. Complete and submit referral forms and send them to the Intake Coordinator via fax at 304-810-2476.
  - Referral forms are available in PDF format and can be typed into directly or completed by hand.
2. Send all additional requested documents:
  - **Lab work—we require the following labs to be done within the last 24 hours prior to admission:**
    - CBC
    - CMP
    - TSH
    - Lithium and/or Depakote Level (*if applicable*)
    - Urine Drug Screen
    - Pregnancy Test for all females over the age of 12
  - MCM1
  - Medication List
  - Statement of medical clearance
  - Insurance cards or information
    - **NOTE:** Parents/Guardians will be required to have the physical copies of the insurance cards on them when they come in to sign the consent to treat forms.
    - For patients without insurance, please notify the Intake Coordinator in order to discuss our fee scale and/or other available options.
3. Identify and provide the phone number for the parent/guardian that will be physically present at Orchard Park Hospital to sign consent for treatment, etc.
  - **NOTE: Parent/guardian must physically be present upon admission to sign documents. We will require proof of custody documents and/or parenting plan if any conflicts arise re: parental consent.**
4. **Please check for head lice and/or bedbugs, so that we can treat them accordingly when they are admitted to our facility.**
5. Referrals will not be considered for admission until all required information is received and reviewed by our physician.
6. Our Intake Coordinator will contact the referral source to schedule admission or inform of denial once acceptance decision is rendered.