

Documentation Required Prior to Admission to SpringBrook PRTF Program (NC)
(in addition to *fully* completed Universal Children's Services Referral Application)

The following items must be faxed to SpringBrook Admissions at 877-470-1267 *prior* to admission.

- Copy of Birth Certificate
- Copy of Social Security Card
- Copy of Immunization Record
- Copy of Guardianship Papers/Court Orders regarding Child Custody & Visitation
- Copy of Medicaid Card /Copy of other Medical Insurance Card if applicable
- Copies of any Prior Hospitalization/Placement Records
- **Current** Medication List with dosages/frequency (including prn's) * Please send up-to-date MAR, Medication Reconciliation form, or bring Prescription Bottles
- Copies of **most recent** Psychological Testing
- Copy of IEP, transcripts, contact info of **most recent** school attended
- Copies of **most recent** PsychoEducational Testing
- List your **LEA** (Local Education Agency)
- Name & Contact info of Patient's Medical Doctor and Dentist ***North Carolina** Case Managers may need to make ongoing medical, vision & dental appointments in NC and transport child to these appointments while child is in treatment.
- CON (Certificate of Need) for PRTF level of care
- **Value Options approval by noon of day prior to admission** (Please fax a copy of **PCP & ITR**)
- Name of Clinical Home's associated LME and LME contact info
- Referring Agency's after hours Emergency Contact information (cell phone, pager)

Day of Admission (please arrive on time)

- Bring the **Original** Medicaid card as it stays with the child while in placement. If the card cannot be located, it is the Case Manager's responsibility to ensure a new card is ordered and sent to SpringBrook as soon as possible.
- The parent/legal guardian is expected to arrive with the child on the day of admission to sign the legal documentation and interview with our Medical Director. It is ideal if the QP can be present for the interview as well.