

**Documentation Required Prior to Admission to SpringBrook PRTF (SC)**  
(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
- Copy of IEP, transcripts, contact info of **most recent** school attended
- Copies of most recent Psychological Testing
- 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**
- Name & Contact info of Patient's Medical Doctor and Dentist
- CON (Certificate of Need) for PRTF level of care (required prior to admission)
- Form 257 (required prior to admission)
- Referring Agency's after hours Emergency Contact information
- Fully completed CALOCUS \*\*New mandate by DHHS effective July 1, 2009\*\*

**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 (this applies even if it is the Case Manager) is expected to arrive with the child on the day of admission to sign the legal documentation and interview with our Medical Director.