

Admission Through Discharge Checklist

Inpatient Psychiatric Treatment Care Oregon Authorization

(Fax number: 503.416.4723)

Admission (to be provided within 24 hours of admission):

- ER Admission Note(s) (if no eHR/eMR access)
- Admitting History and Physical
(including each of the following if not provided in ER Admission Notes)
 - Axis diagnoses
 - Primary presenting problem including severity
 - Urine drug screen analysis and blood alcohol level
- Outpatient provider
- Legal status:
 - voluntary,
 - hospital hold including county of placement,
 - revoked trial visit including county of placement, or
 - guardianship
- Estimated length of stay (ELOS)

Active Treatment (to be provided during first concurrent review):

- Current clinical assessment and planning note(s)
- Current medication reconciliation list (if no eHR/eMR access)
- Primary presenting problem and severity of condition(s)
- Psychosocial assessment with barriers to discharge
- Community mental health funder
- Current discharge or transfer plan

Discharge (to be provided within 24 hours of discharge)

- Discharge instructions
 - Medication list at discharge
 - Final assessment and plan (primary diagnosis and Axis diagnoses)
 - Safe discharge plan (place and time of first outpatient appointment)
- Psychiatric Discharge Summary (to be provided within 7 days)

Thank you for providing emergent and acute services for our member, the necessary information for safe coordination of care, and minimum documentation for payment of service and to meet our national accreditation requirements.