INPATIENT MENTAL HEALTH EVALUATION
CONDUCTED BY A PHYSICIAN

The purpose of this Provider Alert is to remind inpatient mental health providers of the requirement for a physician to conduct a preliminary evaluation on any individual prior to admission to an inpatient mental health unit. This is required in order to establish the necessity and appropriateness of inpatient mental health services. This preliminary evaluation must be completed by a physician and not a physician extender.

In addition, Community Care expects the following to occur upon admission to the unit:

- Nursing assessment within one hour of admission.
- MISA assessment within 24 hours of admission.
- Social worker assessment within 48 hours of admission, which includes the following:
  - Identification and contact with the member’s outpatient treatment team to obtain clinical information.
  - Treatment history.
  - Current treatment modalities being delivered.
  - Beginning the process of transition planning from the inpatient level of care.
- Initial contact with the family/significant other to obtain pertinent historical information, to schedule the first family/significant other meeting, and assist the family/significant other with planning for the member’s return to community living, as appropriate and agreed to by the member.
- For children and adolescents, the school should be contacted the next school day. Children, Youth and Family Services (CYS) and Juvenile Probation and Parole must also be notified within 24 hours of admission if a child has a current relationship with those agencies.
- An explanation of the member’s rights and responsibilities including information on how to contact the patient advocate if he/she is dissatisfied with any aspect of care.

If you have any questions regarding this matter, please feel free to call your Community Care Provider Relations Representative or Care Manager at 1-888-251-2224.