

**POLICY**

The overall goal of the DADS Psychiatric Services is to prescribe psychotropic medications in order to stabilize referred patients with Dimension 3 problems. The DADS Psychiatrist will assess and treat dually diagnosed clients. These patients will be provided with medication as appropriate.

NOTE: A primary care physician is not required prior to referral to Psych Services. Counselors who refer their patients to the DADS Psych Services must assist them to obtain a primary care physician (PCP) during their treatment episode. This is important in that once the patient is stabilized by the DADS psychiatrist; he or she can then be referred to the PCP for medication refills. This will allow for more new admissions to the DADS Psych Services program. To obtain these temporary medications, contact Psych Services for an expedited 10 minute appointment with the psychiatrist. After this appointment, a new psychiatric evaluation will be scheduled.

**PROCEDURE**  
**Bridge Meds**

In certain situations, if the patient is already on medication prescribed in jail, hospital, etc, the DADS psychiatrist will attempt to provide the patient with the same medication prior to their first appointment (bridge medications).

**Services**

Referral to the program includes A psychiatric evaluation, all pertinent history, mental status examination, DSM IV diagnosis, pharmacotherapy, and follow up recommendations. Treatment assessments will focus on stabilization and symptoms relief.

**Required Documents**

The referring provider will fax the following documents **BEFORE** an appointment will be scheduled:

- a) Continuum of Care Referral Summary form
- b) Psychiatric Referral Client Information form
- c) System Authorization to Release Information form
- d) Letter from PCP

The patient will disclose to DADS staff if they have Medi-Cal, Medicare, Kaiser Valley Care II or any other health care insurance.

Alexian Health Clinic  
2101 Alexian Drive Suite B  
San Jose, CA 95116

**(408) 272-6070 main    (408) 272-6570 fax**

**Additional Services:  
DADS Psychiatrist**

**Medical Charts**

Complete charts will be kept locked on location.

HSR will fax progress notes and labs to the provider and/or counselors after every appointment and/or no show.

**Additional Services**

continued

Lab and Pharmacy Services

Lab panels and screens will be used to evaluate the general health of the participants in this program. Physical conditions which might prohibit the use of psychiatric medications, e.g., thyroid, liver, kidney, diabetes, etc., will be ruled out at the commencement of treatment.

DADS will follow the medication monitoring guidelines as published by the Santa Clara County Department of Mental Health in 2007.

Cost Structure

Although the services are free to patients, those with insurance will have their office visits and medication billed to their provider. Continuous attempts will be made to obtain psychiatric medications from drug companies and manufacturers to offset program costs.

Termination and Outcome

Once a primary care physician (PCP) is obtained, stable patients that require further psychiatric medications will be referred to their PCP for continuation of treatment.

Consultation Services

The DADS Psychiatrist will be available for on-going consultation and evaluation of complicated cases while the patient is in the DADS treatment system. Methadone MD's, PCP's and other specialists will have access to the psychiatrist to coordinate on-going treatment for chronic conditions. Seriously Mentally Ill (SMI) patients may be referred to mental health clinics for ongoing treatment.

**PROCEDURE FOR MISSED APPOINTMENTS**

When a patient does not show up for a scheduled appointment, they will be sent a letter stating they missed appointment. A second appointment will be established.

If the patient misses a second appointment they will be sent a letter stating that their case will be closed.

**Primary Care Physician (PCP) Role**

The focus of this treatment modality is early and quick stabilization

**If the patient has a primary care physician,** it is the patient's responsibility to discuss with his/her physician the need to prescribe ongoing psychotropic medication once the patient is assessed as being stable by the DADS Psychiatrist. *The patient must bring a doctor's note of agreement to continue prescribing psychotropic medications after the stabilization period.*

**If the patient does not have a primary care physician (PCP);** the patient's primary counselor will need to help the patient establish a PCP at some point during their psychiatric treatment.

**Valley Care II**

Valley Care is expansion of health care coverage for eligible low-income and uninsured individuals who are at 75% federal poverty level. To be eligible you

**Valley Care II** must be between ages 18-64 and meet the income guidelines.  
continued

Valley Care offers full medical coverage to its eligible enrollees with low minimum co-pays. The medical benefits consist of: Primary care, specialty care, emergency visits, urgent Care visits, inpatient services, mental health services, substance abuse services and dental care.

**Application and coverage period:**

If approved, persons will be covered for a period of one year and can continue with the coverage up to 3 years based on eligibility. However, each year the person must submit another application and meet the eligibility guidelines.

Applications can be obtained from the SCVHHS website:

[www.sccgov.org/portal/site/scvmc/agencychp](http://www.sccgov.org/portal/site/scvmc/agencychp) or by calling the Valley Care Help Line at 1-888-363-3394.

Ideally, the patient will have an appointment set up with a primary care physician during the first few months of their psychiatric treatment.

**VMC Ability  
to Pay  
Program  
(APD)**

Santa Clara Valley Medical Center (SCVMC) has a responsibility to provide medical care, regardless of the patient's ability to pay. The hospital's Ability to Pay Program (APD) assists those who receive services at Santa Clara Valley Medical Center but do not have insurance or an affiliation with another health care program. Those who qualify for APD will have co-pay. Not all medical services are covered under the APD program.

Qualifying for APD

In order to qualify for APD, an individual must:

- Meet income, age and residency requirements.
- Not be eligible for programs such as Medi-Cal or Medicare.
- Not have other health insurance.
- Not expect payment to be made on your behalf by any other person or company.

Applying for APD

A person can apply for APD through Customer Services at Patient Business Services at the contact below.

Patient Business Services Dedicated Customer Service Unit

2325 Enborg Lane  
San Jose, CA 95128  
**(408) 885-7470**

**Billing**

Medi-cal, Medicare, Santa Clara Family Health Plan, Valley Care II will be billed for office visits and medications. If required, co-pays are due at the time of service.