NC DEPARTMENT OF
HEALTH AND
HUMAN SERVICES
Division of State Operated Healthcare Facilities

ROY COOPER • Governor

MANDY COHEN, MD, MPH • Secretary

ERIN BOWMAN • Facility Director – JFK ADATC

Date of Revision: 2/11/2020

Subject: Referrals to JFK-ADATC for ARS (Acute Rehabilitative Services) Admission

To Whom It May Concern,

The ARS (Acute Rehabilitative Services) admissions team at JFK-ADATC processes provider referrals Monday – Friday (except State Holidays) for 37 counties in Western North Carolina. Therefore, it is important that when we receive the referral information for your client it is complete, informative and up to date so we may review the referral with minimal delay in providing you and your client with a timely response.

Community providers submitting a patient referral for ARS admission consideration, will need to include the following information to effectively and efficiently process your referral:

- **A completed State Regional Referral Form**
  - Incomplete referral forms may be returned to the provider for completion and may delay the referral process for your client.
  - Please complete these forms thoroughly, **leaving no blanks**
    - Include **ALL** current medications
    - Include **ALL** medical issues
    - Include **ALL** psychiatric diagnoses

- **Release(s) of information**
  - This allows us to contact the provider or other referring source (hospital, detox) directly for additional information in processing the referral

- **Medical Records:** If the patient has recently been hospitalized or being referred directly from an inpatient hospital unit or facility-based crisis/detox unit, we will need those records faxed to us as well. Please make sure the facility sends the following:
  - History and Physical
  - MAR – Medication Administration Record
  - Any assessments, psychiatric evaluations
  - MD, notes and RN notes
  - Discharge summary (if patient discharged prior to referral)
  - Copies of any diagnostic tests, lab results, especially if the client was admitted for medical reasons other than detox.

- When making a referral for ARS it will be necessary to inform the client that ARS at JFK-ADATC is a voluntary, open campus program, a **TOBACCO FREE CAMPUS** and they will need to arrive free of substances on the date of admission.
  - Please provide each client a copy of the Prospective Patient Letter which gives more detail with what to expect and is located on our website.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • **JFK Alcohol and Drug Abuse Treatment Center**
201 Tabernacle Road
Black Mountain, NC 28711 - 2526
www.ncdhhs.gov • TEL: 828-257-6200 • FAX: # 828-257-6300
Courier #12-85-01
AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

- When a patient is approved for ARS admission our admissions coordinator will contact the patient with the Day, Date and Time they must arrive for ARS admission evaluation.
  - Please contact the Admissions Coordinator as soon as possible if your patient will need to cancel or reschedule.
  - Should a patient arrive for their admission date under the influence of substances requiring detoxification or needing medical care or psychiatric stabilization, it will be determined by the medical staff, pending bed availability, if the patient is appropriate for diversion to our Acute Care Unit.
  - **PLEASE NOTE that diversion to our ACU is NOT guaranteed if a patient arrives to JFK-ADATC and is unable to admit for ARS.**
  - **If appropriate patients may be rescheduled for another bed date by the Admissions Coordinator.**
  - **If a patient is diverted and admitted to our Acute Care Unit for detox/stabilization their original ARS bed will be forfeited. Eligibility for transfer from the ACU to ARS, post detox/stabilization, will be determined by their ACU treatment team.**

If you have any questions regarding the admissions process for ARS, please contact Admissions Coordinator at (828) 257-6230.

Any questions regarding the admissions process for ACU, please contact the intake office (828) 257-6400.

Thank you for your cooperation and collaboration!

Erin Bowman, LCAS, LCSW, CCS
NC DHHS
Facility Director
JFK ADATC
201 Tabernacle Road, Black Mountain, NC 28711
tel: 828-257-6200   fax: 828-257-6300