Voluntary Hospitalization Process Check List

*\*Clinician completes bolded items*

*\*If available, case manager will complete italicized items.*

*\*Responsibility of ensuring all tasks are completed remain with the clinician*

1. **Assist student in understanding the evaluation process**:
	* A physician will conduct a brief physical exam before the student will meet

with a Psychiatric Emergency Team staff member

* + Assure the student that the CSDC will advocate on her/his behalf

regarding academic responsibilities

* + Educate the student that they are being evaluated for the most

appropriate care; inpatient hospitalization is one option among many

1. **Consult with another clinician regarding course of action (if trainee, preference**

 **would be to consult with your supervisor)**

1. **Notify Director or Associate Director about decision to seek hospital**

 **evaluation**

1. **Notify Case Manager who will assist with hospitalization process, if available**
2. **Request that the student sign “Authorization to Exchange Information” for:**
	* **RMH**
	* **Parents**
	* **Dean of Students Office**
3. **Call and inform the parent(s) of a dependent student regarding the situation**
4. *Contact Office of Public Safety (8-6913) to transport student to RMH*
5. *Notify front desk of plan for hospitalization*
6. **Complete “Transfer for Hospital Assessment”**
7. *Notify the Psychiatric Emergency Team (PET) that a student will be transported*
	* 540-689-1000 this is the main RMH number, ask for PET.

(Direct PET # is 540- 689-1374, however this is not the most reliable means to contact PET)

1. *Fax the following to PET attn: Mark Bowser: 540-689-1449*
	* Signed authorization to exchange release form
	* Completed transfer to hospital assessment
2. **Accompany student to hospital, remain until student is seen by PET. It is**

 **probable that PET will request clinician to remain during evaluation. During the**

 **wait time, it may be helpful to suggest that the student write down important**

 **phone numbers from cell. *Be sure to bring your cell phone so that you can call the***

 ***CSDC for a ride back to campus!***

1. *Contact Susan Linn (x86468) who will communicate student’s absence to professors*
2. *Follow up with RMH to ensure effective discharge planning; discharge planning begins immediately; communicate if student may be eligible for return for services at CSDC.*