

SAN MATEO COUNTY HEALTH SYSTEM
BEHAVIORAL HEALTH AND RECOVERY SERVICES

DATE: September 9, 1999

BHRS POLICY 99-08

SUBJECT: Procedures for Non-SMMC Inpatient Psychiatric Treatment

AUTHORITY: Divisional

AMENDED: June 26, 2015

ATTACHMENTS

- A. Statement of County Responsibility
- B. Acknowledgement of Notification

POLICY

San Mateo County BHRS approves payment for inpatient psychiatric services at non-San Mateo Medical Center (SMMC) Psychiatric hospitals when SMMC PES determines it is necessary.

SMMC Psychiatric Emergency Services (PES) may approve use of non-SMMC Psychiatric hospitals when:

1. There are no beds available at SMMC.
2. A client arrives at non-SMMC Psychiatric hospital and cannot be transferred back to SMMC.
3. The client is admitted or transferred to a non-SMMC Psychiatric hospital after consultation with SMMC PES staff.
4. All clients under 18 years old or 18 and still in high school are referred out.

PROCEDURES

Clients Sent to non-SMMC Psychiatric Hospitals by SMMC PES

- PES Medical staff will assess the client for psychiatric inpatient admission using established medical necessity criteria.
- If the client is determined to meet psychiatric inpatient admission criteria, PES may send a client who needs Psychiatric inpatient care to another hospital as necessary after PES verifies funding sources and county of responsibility.
- PES will assure the receiving hospital of San Mateo County's commitment to pay by

- faxing the Statement of County Responsibility (Attachment A) to the hospital.
- San Mateo County BHRS agrees to pay for the first day of stay. Additional payment is contingent upon medical necessity being demonstrated in the medical record.

Clients received by non-SMMC Psychiatric Hospitals, **not sent by PES**

- The Non-SMMC hospital must notify PES within 24 hours to determine disposition of the client by phone (650-573-2662) and/or via fax (650-573-2489.) This should occur prior to admission, whenever possible, but if the non-SMMC hospital is unable to notify PES prior to admission, notification should occur within 24 hours after admission.
- If the person has received BHRS services or has San Mateo coverage, PES will acknowledge that San Mateo County is the county of responsibility by faxing the Acknowledgement of Notification (Attachment B). No acknowledgment will be provided for San Mateo residents without insurance who are not BHRS clients.
- If PES is notified prior to admission, PES will determine if there is an SMMC bed available or not; PES staff either request that the non-SMMC Psychiatric hospital transfer the client to SMMC, or admit the client.

For all admissions:

- PES seeks the most appropriate 24-hour placement, including consideration of geographic proximity to the client's home, whenever possible.
- The treating psychiatric facility contacts BHRS Adult Resource Management or Youth Case Management staff for discharge planning as soon as possible after the client's admission. (See contact information on Attachment A.)
- The treating psychiatric inpatient facility sends the full medical record for each stay within 14 days of discharge. (See address on Attachment A.)
- The admitting hospital is required to document the agreement with PES, ongoing medical necessity, and discharge planning efforts in the medical record.
- BHRS staff reviews each hospital chart for medical necessity.

Approved: Signature on File
 Stephen Kaplan, LCSW, Director
 Behavioral Health and Recovery Services

Approved: Signature on File
 Robert Cabaj, MD, Medical Director
 Behavioral Health and Recovery Services