## **Intake Department**

Phone: 617.479.4545 Ext. 222 ~ Fax: 617.472.6947 intakes@primebehavioralhealth.org www.primebehavioralhealth.org

## Welcome to Prime Behavioral Health!

We are pleased to inform you that PRIME Behavioral Health is accepting new patients at all locations. Our locations are conveniently accessible by public transport.

We have a talented staff of dedicated providers delivering a multidisciplinary approach to health care. Our team is made up of psychiatrists, physician assistants, nurse practitioners who specialize in behavioral health, psychologists, therapists and counselors. Our multicultural clinicians specialize in different modalities. This allows us to customize and maximize patient needs by seeing each individual as just that, an individual with unique needs which allows them to grow and nourish in their experience and journey through treatment.

PRIME Behavioral Health provides a wide range of mental health services in our outpatient offices including:

◆ medication evaluation/management ◆ dual diagnosis ◆ addiction treatment programs ◆individual psychotherapy ◆ couples, family and group therapy

We treat an array of behavioral health issues to list a few:

\* anxiety ◆ depression ◆ trauma ◆ PTSD ◆ mood disorders ◆ substance use disorders ◆ OCD ◆ women's issues ◆ LGBTQ+

Many of our clinicians offer telehealth appointments which allow us to deliver exceptional care at a distance.

Please contact our Intake Department at  $\underline{617-479-4545 \times 222}$ . We look forward to building a strong partnership and your clientele.

In order to better assist you with your client referrals, please see our intake protocol outlined on page 2 and complete the attached referral and consent forms.

We thank you in advance for your time and your referrals.

Respectfully,

PRIME Behavioral Health Intake Department

**OUR LOCATIONS** 

234 Copeland Street Suite 320 Quincy, MA 02169 851 Main Street Suite 4, 16 Weymouth, MA 02190



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## **Intake Protocol**

- Our intake form can either be accessed from our website or, if you call the department, we will be happy to send an intake customized with our requirements and emailed directly to your patient. Adolescent intakes are designed for ages 13. 5+ for therapy and 16+ for testing whereas adult intakes are designed for ages 18+. Please call the department for details and specific requirements for adolescent intakes. For all intake requests, we will need the patient's first and last name, date of birth, and email address (required in order to send intake). Our voicemail is confidential, so feel free to leave a detailed voicemail message.
- Along with the link to the intake, which is a fillable form to be submitted online, we will send instructions about what we require for paperwork (see the following for details).
- For any service requested by someone who has been in-patient within the past year or has participated in a partial hospitalization program, we require a fax of the complete discharge summary.
- Seeking *therapy*: the intake is required.
- Seeking *medication evaluation/management*: we require the intake AND if the patient is on any psych meds or antidepressants, we require the most recent two to three office visit notes from the current prescriber, to be sent over to the Intake Department fax number listed above. If the patient is NOT on any of these meds, we require the most recent two or three office visit notes to be faxed over from the primary care physician instead, to the same fax number. \*In both cases, we require any recent lab work that may have been completed to be faxed as well.
- Once we receive all required paperwork, the patient's information will be reviewed on a case by case basis in order to determine if the patient is deemed appropriate for our practice.
- Once approved, a staff member of the Intake Department will reach out to book that first appointment(s). If they are not approved to be seen here, a member of the team will also reach out and provide a list of referrals and resources that they may find helpful in their continued search.

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