

Application Instructions

By contacting us, you have started the process. Please read each step completely to ensure that information requested is being provided in a timely manner.

(1) If you haven't already, provide us with your insurance information:

- Subscriber's name and date of birth
- Member ID#
- Insurance company name
- Customer Service phone number
- Subscriber's employer.

Our business office can then verify that you have Residential Benefits, and will call you to discuss your benefits for RTC, fees that may apply and payment options that might be available. **Please note, having benefits for RTC in no way implies you are authorized to use them by your insurance company.**

(2) Complete & send us the following paperwork:

- Information for Admission & Enrollment
- Medical History
- Intake Patient and Family Questionnaire
- School Enrollment Packet

(3) Complete & send a separate Release of Information to each Outpatient Provider (Psychiatrist, Therapist, Psychologist) and request that they write a brief summary. The summary should include the information listed below.

- How often & how long provider has seen patient
- Why Residential Treatment is being recommended
- Patient's Treatment History
- Why patient is not appropriate for a lower level of care
- Treatment failures
- Behaviors that put the patient and/or others at risk
- Diagnoses
- Medication Information & History

(4) Complete a separate Release of Information to the Medical Records Department of each treatment facility where the child has received treatment. Request that all clinical information be faxed to Meridell.

Treatment facilities typically include: Inpatient Hospitals, Partial Hospitalization Programs (PHP), Intensive Outpatient Programs (IOP), Substance Abuse Programs, Eating Disorder Programs & other Residential Treatment Center

(5) Please ensure that we receive all Psychological and/or Neuropsychological testing. Testing can be completed with an outpatient provider or through the school.

(6) Please ensure that we receive all important records from the child's school. These records often include School Evaluations, Testing & School Accommodation Plans (ARD, 504, FIE, IEP).

*All records should be faxed to the admissions department at 512-528-2193 or emailed to ***meridellintakemailbox@uhsinc.com****