

Referral Process
2018-06-29

All complete referrals are to be sent to the SEO ABI System Navigator.

- We accept referrals from any provider

Navigator will review the referral to ensure all inclusion criteria are met and that the situation described meets the definition of “high risk.”

If the above are not met or if more information is required, the Navigator will contact the referral source.

Admission process:

When inclusion criteria and high risk situation are met, Navigator informs the referral source of acceptance and explains the process moving forward:

- Referring person attends the next table discussion in the city of his/her region
- Referring person verbally provides the required information for discussion following the designed format
- Table discusses situation to:
 - develop plan of options for client
 - determine lead for meeting with client to review options
 - determine timeline for meeting with client (ballpark)
 - determine timeline for lead to inform providers of client’s decisions - the lead will inform providers if circumstances interfere with meeting timelines.

Non-admit process:

If the inclusion criteria and high risk situation are not met, Navigator contacts the referral source to explain the reason(s) for the non-admit and offers options. Non-admit letter is sent using the standard format.