Option 1
Call our Access Department at 800-432-5005 or 855-383-2224. A clinical intake specialist will assist you in evaluating the patient.

Please follow the assessment process outlined on the back of this card.

Option 2
Call Dru Lazzara, LCSW, Geriatric Clinical Navigator. Dru is available to assist with assessment and paperwork for the admission process via telephone. She can be reached by pager 847-843-6074, M-F between 8:00 am and 5:00 pm.
To Admit a Patient

Access will request that you fax:

1. Face sheet showing demographic and insurance information
2. Completed petition
3. Any advance directives (POS, Guardianship, etc)

Access will:

1. Have our business office check insurance benefits
2. Contact the psychiatrist
3. Speak to the unit to check bed availability and secure a bed number
4. Review petition and, if necessary, given instructions on necessary changes
5. Ask you to call the unit with a nurse-to-nurse report
   - After the nurse-to-nurse report is completed, the nurse on the ABBHH unit will call Access to report if the patient is considered medically appropriate for the unit. Please do not send the patient until Access staff has completed the admission process and given you authorization.

Send with the Patient:

1. The ORIGINAL petitions
2. Face sheet
3. Advanced directives
4. Any pertinent medical information

The Joint Commission Disease-Specific Care Certification

ABBHH.org