

Parnes Clinic Intake Procedure

The following is the procedure for doing an intake in the Parnes Clinic. Because of the number of patients that are seeking services at any given time, it is imperative that this process is followed and done in a timely fashion.

- I will email you when you have been assigned an intake. The email will include the patient's initials.
- The contact information, presenting problem, and brief background will be on a phone screen sheet in the blue clinical folder on the top left of the filing cabinet in Marilyn's office. **The form cannot leave Marilyn's office**, but you can read it and jot down the contact info (make sure your notes are de-identified). If you want to call from a school phone, feel free to use the phone in my office, the phone room in the clinic, or the wall phones scattered throughout the basement.
- Call the patient, make an appointment, and book a room with video using our online system (<https://booknow.appointment-plus.com/43s2mbme/>) within **two days** of the initial assignment. Ask the patient to arrive 15 minutes early to fill out paperwork.
 - Space is tight! So make sure you book rooms quickly and ahead of time. You might want to check availability before you call the patient!
 - We discourage you from using your cell phone to communicate with patients. Call from either a school phone or, if you must use another phone, be sure to block your number (by pressing *67 before the number). If you leave a message for your patient, have them call the clinic at 718-430-3852 and make sure to say your name so the patient knows for whom to leave the message. They can leave a message with Marilyn, who will then alert you.
 - You all share a clinic mailbox in Marilyn's office, labeled "1st and 2nd year clinical"- it's blue.
- Go to the testing library to pick up a blank SCID. Please check the hours of the testing library.
- Come into my office to get Forms #1,2,4,6,7,7A, 9,11
- When you meet with the patient, have them fill out all forms and then review them to make sure they didn't leave anything out. **Please make sure everything is signed by the patient and by you where it says "Witness."**
 - For form #1, once the top sheet is signed by the patient, it is removed and the rest of the packet is given the patient to keep. Only the top page is kept by the clinic.
 - For form #6, the page is given to the patient to keep.
- Do an unstructured interview, a mini-mental status exam, and the SCID. This will likely take more than 2 hours, so it may take more than one session with the patient.
- Paperclip all forms (except 7 and 7A) to the screening form and leave them in the blue folder (if the clinic is closed, leave the forms in the mailbox slot in the door, with your name on it)
- **Put forms 7 and 7A in Dr. Salton's mailbox.**
- Go home with the **unidentified** SCID and write the first draft of the intake report
- Attach the SCID to the screening form and consent forms in the blue folder and put the draft of the intake report in Dr. Salton's box within a week of the completed intake evaluation (you do not need to wait for supervisor's signature)
 - Once Dr. Salton has approved this patient and signed forms #7 and #7A, compile all of the consent forms, SCID, and intake draft and ask Marilyn to make up a chart
- File the final signed report into the chart.

- You must keep progress notes throughout this process detailing your phone calls and meetings with the patient and have them signed both by you and Dr. Passman.
- You must also keep me informed of your progress throughout the process, including letting me know the dates that you conduct the intake, the date that the final report is finalized, and when the patient has been approved for therapy.
- Once approved, I will send an email to both you and the new therapist conveying all pertinent information and asking you to call the patient to let them know who their therapist will be.

Timeline: You should contact patients within **2 days** of being assigned. If you will not be at school within 2 days, call Marilyn or myself to get the patient's information (we cannot email you the name of the patient, so in order to leave a message, you'll have to call to get the patient's name). You should try to get the intake done in the next week or two (depending on how many sessions it takes) and you should hand a draft of the intake report in to Dr. Salton within a week of seeing the patient. It's crucial that you stay on top of the timing, since these prospective patients are in a critical point in their lives and are motivated for treatment. Ideally, the entire process will take 4 weeks.

If, during the intake, you learn that the patient is a danger to him/herself or others, you must call or page Dr. Salton immediately. Office: 718-430-3917, Cell: 212-749-0347, Pager: 917-632-4283.

Let me know how I can be helpful along the way. My office hours are Wed 2:00-8:00PM, Thurs. 12:00-3:00PM, and Fri 12:00-6:00PM, and I also check the Parnes email throughout the week: parnesclinic@gmail.com. Thank you in advance for your cooperation!