M-F 0800-1500

1. Referring facility to fax assessment to fax number in MHU ALT: **207 294 5283**
2. Referring facility to call PAC to let them know there is a referral: **PAC phone # 207 283 7126**
3. PAC will connect the referring facility with psychiatrist or NP
4. Psychiatrist or NP will discuss patient with referring facility and PAC will add charge nurse onto call
5. ED doc from referring facility will get on line via PAC to discuss medical concerns
6. Patient is accepted to MHU ALT
7. Charge nurse does nurse to nurse and decides on time of arrival
8. Patient arrives to unit and admitted using proper PPE

M-F 1500-0800 and Weekends

1. Referring facility faxes assessment to MHU ALT fax number: **207 294 5283**
2. Charge nurse reviews case with on call psychiatrist or St. Mary’s tele psych
3. Decision is made to admit patient
4. Charge nurse to do nurse to nurse and establish time of arrival
5. Patient is admitted using proper PPE

Process Written: 4/11/2020 Dr Joanna Gratton

Phone numbers added by: Patsy Aprile, COO