

Title of Manual: Mid-South Substance Abuse Commission Policy and Procedures			<b>Page 1 of 1</b>	
			<b>History</b>	
Policy Number: T001	Subject/Title: Primary Care Coordination		<b>Replaces:</b>	4/2003
			<b>Last Reviewed:</b>	1/2009
Issued By: Executive Director	Approved By: Board of Directors Date: 2/23/2009	Scope: All Treatment Providers	<b>Effective:</b>	2/23/2009

## 1. **POLICY**

Mid-South understands the coordination of a client's treatment plan with the Primary Care Physician is an important component to increase the likelihood for a client's successful treatment outcome. Therefore, this is a contractual obligation. Mid-South requires all treatment providers, under contract, to establish policies and procedures to maintain effective and timely communication with clients' primary care physicians.

## 2. **PURPOSE**

- 2.1 To better coordinate clients' total health care needs.
- 2.2 To assist in the maintenance of continuity of medical care with substance use disorder treatment services.
- 2.3 To increase the likelihood indigent clients will access available health care resources.
- 2.4 To reduce the likelihood of medications being prescribed that can negatively impact clients' recovery. (Refer to the Health Professional Recovery Program document "Safe and Unsafe Drugs for Recovering Addicts [.MSSAC.](#))

## 3. **PROCEDURES**

All treatment providers will develop and implement a policy that includes the following procedures:

- 3.1 All Medicaid clients will have a release signed to either their primary health care provider or to their Health Maintenance Organization (HMO). If a client refuses to sign a release, documentation must be noted in the client's file.
- 3.2 Documentation of communication with the primary care physician or the HMO will be in the client's file. (Refer to the Sample Letter to Primary Care Physician at [.MSSAC.](#))
- 3.3 All Community Grant clients must be asked if they have a primary care physician. If yes, a release needs to be obtained. If a client refuses to sign a release, documentation must be noted in the client's file.
- 3.4 If either a Medicaid or Community Grant client states they do not have a primary care physician, an appropriate referral is to be made to either the local health department or to the Medicaid HMO, as appropriate. This needs to be documented in the client's file.

## 4. **COMPLIANCE**

Compliance with this contractual obligation will be reviewed during the annual Quality Assurance site visit.

### References:

Health Care Recovery Program document "Safe and Unsafe Drugs for Recovering Addicts"  
Sample Letter to Primary Care Physician