

SAGE CARE THERAPY REFERRAL PROCESS

1. THERAPY NEED IS IDENTIFIED BY PARENT OR PHYSICIAN.
2. PHYSICIAN'S OFFICE WILL THEN FAX REFERRAL FORM TO SAGE CARE THERAPY OFFICE.
3. OFFICE STAFF WILL CONTACT REFERRAL SOURCE TO CONFIRM RECEIPT OF REFERRAL WITHIN 24 HOURS.
4. SAGE CARE THERAPY OFFICE WILL CONTACT FAMILY TO INITIATE INTAKE PROCESS WITHIN 24 HOURS OF RECEIVING REFERRAL.

NOTE: SAGE CARE THERAPY'S OFFICE MAY REQUEST ADDITIONAL MEDICAL DOCUMENTATION FROM PHYSICIAN'S OFFICE.

5. AFTER APPROVAL FOR EVALUATION IS RECEIVED, THERAPIST WILL EVALUATE CHILD AND COMPLETE A REPORT WITH RECOMMENDATIONS FOR THERAPY SERVICES.
6. PLAN OF CARE AND CCP REQUEST FORM WILL THEN BE SENT TO PHYSICIANS OFFICE FOR PHYSICIAN TO SIGN AND DATE.
7. PHYSICIAN'S OFFICE WILL RETURN SIGNED PLAN OF CARE AND CCP REQUEST FORM TO SAGE CARE THERAPY OFFICE AS SOON AS POSSIBLE.
8. SAGE CARE THERAPY OFFICE WILL SEND EVALUATION/PLAN OF CARE TO MEDICAID / INSURANCE OFFICE FOR AUTHORIZATION APPROVAL.
9. MEDICAID / INSURANCE OFFICE WILL GIVE AUTHORIZATION APPROVAL AND RETURN IT TO SAGE CARE THERAPY OFFICE.

NOTE: TREATMENT MAY BEGIN ONCE SIGNATURE ON PLAN OF CARE IS RECEIVED AND WHEN AUTHORIZATION IS RECEIVED FROM PAYER SOURCE

IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO CONTACT OUR OFFICE

SAGE CARE THERAPY SERVICES

PEDIATRIC HOME HEALTH THERAPY PROVIDER

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