

Willow Oak Community Behavioral Health Center, Inc.
37 Calumet Parkway, Building J, Suite 101 & 102, Newnan, GA 30263-6734
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willowoakgeorgia.com

New Intake & Referral Report Form

Today's Referral Date: _____

Individual's name: _____

Individual's date of birth: _____

Individual's mailing or physical address associated with the insurance card:

Individual's telephone number: _____

Individual's email address: _____

Name and relationship of the individual that insurance is under, if other than the individual seeking services: _____

Name of insurance company and insurance member ID number: _____

Insurance provider's 800-member service number (usually located on back of insurance card): _____

Individual's primary reason for today's referral:

****Relay to Facility Calling in Report:** Individual will be scheduled to come into the office for the initial intake and assessment as early as next available appointment on calendar, beginning as early as 9:00 a.m. and no later than 5:30 p.m. after insurance eligibility and co-pay if any, is verified.

****Request referring facility to fax:** psychological assessment, diagnostic assessment with confirming Axis I diagnosis, all recent medical history including recent lab reports, medication reconciliation form with documenting current medications and known allergies and any court or probation officer orders to:

Willow Oak Center Fax #: 770-683-6949 Attention: Intake

Client is to be reminded to bring on appointment day: **State issued ID, Current Insurance card, discharge paper work from last inpatient facility or doctor's office, list of current medications and allergies, prescription bottles of all medications taking, Legal guardianship documentation if applies, court orders, probation officer orders, DFACS recommendation and any other judicial system orders.**

Adolescents: **Birth Certificates, proof of legal guardianship, Current Immunization Record, copy of most recent school IEP, Judicial system court orders-YDC, DFACS orders, Probation Officer Orders, most recent psychological evaluation.**