

**ADDICTION TREATMENT CENTER**  
**POLICIES AND PROCEDURES**

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## 1. Standard Assessment

- a) [COMPANY NAME] will conduct a confidential and free assessment process on all potential clients with a representative so as to determine an individual's eligibility for pain and addiction treatment or the type of care they will require.

### A. Client history

- a) The nurse practitioner at [COMPANY NAME] will collect [REDACTED]

[REDACTED]

[REDACTED] The following

information will be collected, then reviewed by the physician:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

### B. Medical records and health history

- a) [COMPANY NAME] will require a medical history from the potential client. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- c) The needed information shall be [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

- d) Potential clients shall be required to produce all medical information [REDACTED]  
[REDACTED]

- i. [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

- e) The above information will be documented on the potential client’s Fact Sheet, and if the information will not be available, a file notification will be generated.

C. Medical examination

- a) [COMPANY NAME] will make sure that each supported individual at [COMPANY NAME] will be given medical examinations.
- b) An immediate medical examination of a supported individual will be required if:
  - i. [REDACTED]  
[REDACTED]

ii. [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

D. Support strategies assessment for abnormal behavior

a) If a supported individual presents with abnormal behavior and it seems the approved interventions from previous medical providers are not effective, it becomes important to

[REDACTED]  
[REDACTED]

b) [COMPANY NAME] recognizes that abnormal behavior is a way of communication from the supported individual. It's challenging to understand an individual's problems, and it requires the involvement of many factors. If there are several possibilities as to the root of the observed problem, it is the responsibility of [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

c) The key measure of a support strategy's success is the improvement the support strategy will have on the supported individual's quality of life.

d) The aims of a support strategy assessment shall be:

[REDACTED]

e) The support strategy assessment shall entail getting information from the following:

[REDACTED]

f) The above-mentioned individuals shall provide the following information:

[REDACTED]

g) The physician, nurse practitioner, and counselor shall review the collected information so

as to [REDACTED]

## 2. Intake

a) [COMPANY NAME] shall employ two techniques to ascertain the most effective placement for incoming potential clients:

i. The first technique is [REDACTED]

[REDACTED]

[REDACTED]. As per the provided information, if the

potential client is eligible, the physician, with the help of the nurse practitioner and

counselor, offers [REDACTED]

[REDACTED]

ii. The second technique is [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

### A. Intake criteria

a) The criteria used to inform the intake process is collected when a potential client seeks help at [COMPANY NAME] and includes information on the supported individual's:

[REDACTED]

[REDACTED]

### B. Agreement for service

a) [COMPANY NAME] shall require a [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

b) The agreement for service shall include the following:

- The authorization and consent for [COMPANY NAME]:

[REDACTED]

- Provisions to review the agreement as requested by:

[REDACTED]

- Financial arrangements with respect to medications and other forms of treatment that will be offered.

- During intake, in situations where individuals have the full intellectual capacity, [COMPANY NAME] shall make sure [REDACTED]

[REDACTED]



v. The agreement for service shall be signed by:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

vi. In cases where the provisions for the agreement of service shall not be met, the reasons will be noted in the supported individual's case record.

vii. In cases where an agreement for service is not entered at the time of intake,

[REDACTED]

[REDACTED]

[REDACTED]

viii. When a supported individual is presented under these situations, [REDACTED]

[REDACTED]

[REDACTED]

### 3. Treatment Planning

a) After the intake of a supported individual in [COMPANY NAME], treatment planning shall take place in collaboration with all key parties, including:

[REDACTED]

[REDACTED]

[REDACTED]

b) The treatment planning shall include the following:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

c) All parties will be required to sign [REDACTED]

[REDACTED]

**4. Discharge Planning**

a) [COMPANY NAME] shall make sure that supported individuals leave the facility smoothly and safely and get appropriate care after that. To achieve this:

[REDACTED]

- b) In cases of frequent visits by supported individuals with no improvement, [COMPANY NAME] shall [REDACTED]

### 5. Consumer Progress

- a) A review of the treatment planning shall be done [REDACTED]
- b) A review of the supported individual's progress shall be done through [REDACTED]

c) Supported individuals will be given a chance for expressing their treatment plan during follow-up sessions with the physician. [REDACTED]

[REDACTED]

d) The counselor shall conduct counseling sessions with the supported individuals [REDACTED]

[REDACTED]

e) The physician, in support of the nurse practitioner, shall conduct [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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