



Spring Lake Ranch
Therapeutic Community
Working Toward Wellness

1169 Spring Lake Road
Cuttingsville, VT 05738
802.492.3322
www.springlakeranch.org

Rutland Program
26 Washington Street, Box 9
Rutland, VT 05701
802.775.0808

What We Need Prior to Admission

Completed Application

The application can be found on our website under the admissions tab on the upper right hand of the screen. This can be filled out by the family, individual or social worker.

Medical Records

- Records from any hospitalizations in the past year. These records should include the admission note, any substantive progress notes, the discharge summary and physical exam.
- Treatment summary from treating psychiatrist including how long they have been seeing the patient, diagnosis, past medication trails and current med list.
- Treatment summary from therapist
- Physical Exam if not provided by hospital records and dated within 90 days of expected admission, we will need a “Review Of Systems” performed by an MD prior to admission.

Family Narrative

This is a summary of the applicant’s life from earliest recollection and from the family’s perspective. This may include childhood experiences and formative events, the nature and timing of mood and behavioral changes, what happened, what was done, what works well and what doesn’t.

Copy (front and back) of insurance cards for medical needs and prescriptions.

Note: Medicaid clients will need to transfer their coverage to Vermont upon admission.

Helpful Hints:

- If the applicant is in the hospital at present, it is imperative that you have their social worker call Rachel Stark in admissions prior to their discharge. Obtaining medical records is much easier if the individual is still there. Just have the MSW call and Rachel will tell them what we need.
- If the applicant has been in the hospital within the last 90 days, we may be able to use the physical exam they did there rather than having to get a new one. For licensing reasons, we need one dated within 90 days of admission.
- If you are considering approaching your insurance company for coverage please read, and carefully follow, the Health Insurance information document on our website.
- If there are any medical issues or work restrictions it is important we know this ahead of time.
- If either the psychiatrist or therapist wants more detail as to what they should cover in their summary, again, have them call Rachel directly.
- The most current medication list should match the two week supply the applicant brings upon admission and all meds must be in their respective prescription bottles with the proper dosage instructions on each bottle.
- We accept most information via secured fax 24/7 (FAX 802-492-3331) so feel free to fax information anytime. **Rachel Stark can be reached by calling 802-492-3322**