



CLIENT TRANSFER
INDIANA ACCESS TO RECOVERY (ATR)
State Form 54883 (1-12)



See page 2 for instructions.

I, _____, understand that the Indiana Access to Recovery is a
(Enter Client's Name)
voluntary program and that my participation in the program is because I want to recover from my addictions. I understand that there are a number of providers qualified to provide any service that I may require during my participation in the ATR program. I also understand that I may choose the providers that provide services to me while I participate in the program.

From the available Recovery Consultants, I had selected _____ to
(Enter Recovery Consultant Agency)
provide me with Recovery Consultation services. At the time this decision was made no one exerted pressure on me to select this particular provider and I was confident that this provider was best suited to meet my needs for recovery consultation. I have found that this provider has not met my needs, so I am selecting another provider to replace my current provider.

From the available Recovery Consultants, I have selected _____ to
(Enter Recovery Consultant Agency)
provide Recovery Consultation Services. No one has exerted pressure on me to select this particular provider and I am confident that this provider is best suited to meet my needs for recovery consultation. I have chosen this agency because the old Recovery Consultation agency:

I understand that the new Recovery Consultant will need to contact me.
I authorize my chosen Recovery Consultant to contact me at the following:

Address (number and street, city, state, and ZIP code)

Home telephone number

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Cellular telephone number

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Work telephone number

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Signature of client

Date (month, day, year)

INSTRUCTIONS

1. If the transfer request originates from the original Recovery Consultation agency, then the following steps should be followed by the original RC:
 - a. The Recovery Consultation agency should complete State Form 54883, Client Transfer.
 - b. A consent and referral should be created in WITS for the new RC agency. Make sure that any referrals created in WITS to agencies with two separate profiles (RC and PR) are sent to the "RC" agency when referring clients for recovery consultation.
 - c. The new RC agency should be contacted via phone to inform them that the client is interested in transferring to their agency.
 - d. If the new agency accepts the referral (referral status can be checked by accessing the original referral in WITS), then the original RC should send a fax of the completed Client Transfer and a copy of the client's paper file.
 - e. The original RC should also send a copy of the client's voucher list (can be accessed under Agency->Billing->Voucher list->search by client name). If the RC plans to e-mail the list, they must remember to remove the client's name from the excel spreadsheet.
2. If the transfer request originates from the new RC agency (to which the client would like to transfer), then the following steps should be followed by the new RC:
 - a. The new Recovery Consultation agency should complete State Form 54883, Client Transfer.
 - b. The original RC agency should be contacted via phone to inform them that the client is interested in transferring to their agency.
 - c. The new RC agency should fax the completed Client Transfer. If a referral is not complete within seven (7) days, fax the form to the ATR state office (317-233-1986) for resolution.
 - d. Once the referral has been created, the new RC agency will need to access the referral in WITS (Agency->Referrals In->Referrals Created/Pending), review the referral, and change the referral status to "placed/accepted" (then click "finish"). This will automatically place the client in the new RC agency's client list.
3. If a Recovery Consultation agency receives a completed Transfer Form for one of their current clients, then the following steps should be followed by the RC:
 - a. A consent and referral should be created in WITS for the new RC agency. Make sure that any referrals created in WITS to agencies with two separate profiles (RC and PR) are sent to the "RC" agency when referring clients for recovery consultation.
 - b. A copy of the client's paper file should be faxed to the new RC agency.
 - c. A printout of the client's voucher list (can be accessed under Agency->Billing->Voucher list->search by client name) should also be sent to the new RC agency. If your agency plans to e-mail the list, they must remember to remove the client's name from the excel spreadsheet.
4. Both the original RC and the new RC should retain a copy of State Form 54883, Client Transfer, in the client's paper file.