

SPSI REFERRAL SERVICE COMMITTEE POLICIES AND PROCEDURES

PURPOSE

The referral service committee serves two purposes. One is to provide training cases to SPSI students. Some of these cases may be patients who need a reduced fee. However many of our referrals have insurance or are not in need of a reduced fee. The committee also provides access to psychoanalytic psychotherapy and psychoanalysis to the community at large. In pursuit of these two goals the committee provides increased community visibility for SPSI.

COMMITTEE COMPOSITION AND MEETINGS

The committee is chaired by a graduate psychoanalyst and includes three to six members who represent different aspects of SPSI programs. The committee meets every one to two months to review referrals and evaluate the functioning of the committee. During these meetings appropriate changes in the functioning of the committee regarding type of referrals sought, publicity in the community, insurance questions, HIPPA compliance, etc. may be implemented.

COMMITTEE FUNCTIONS

Educational contact with the community --committee members communicate with directors of non-psychoanalytic referral services including local colleges and universities to introduce therapists to psychoanalytic approaches and to define patients for whom psychoanalysis would be helpful. In support of these goals, the committee has developed a brochure and a SPSI website link.

Triage--committee members review referrals and consult with each other to determine appropriateness of referrals. Referral and follow-up records are maintained.

Referral list--the committee maintains a referral list of SPSI students and graduate members willing to take referrals. Proof of malpractice insurance coverage is required to qualify for the referral list. The list is updated throughout the year.