

Process for MMHT Referrals and Intakes

1. Director receives mobile therapy referral and verifies criteria and assigns therapist.
2. Referral is handed off to Mental Health Worker to schedule first appointment.
3. Referral is handed off to Clinical Coordinator to enter into EHR within the next 24 business hours. All documents are then scanned and indexed into EHR.
4. Clinical Coordinator hands packet off to therapist to schedule.
5. Therapist receives the typical intake packet on the day of their appointment along with a paper superbill from the Clinical Coordinator.