

**REFERRAL FORM**  
**GENERAL**



Please instruct the family to contact us directly to request an appointment. This can be done by calling our Client Care Coordinator, Christine Artz, at (717) 422-6440 ext. 1 or filling out an on-line request form at <https://hushforms.com/cps>. By sending this form along with a release of information, we will be better able to serve the client as well as communicate with you about the referral.

Return via fax to (717) 620-0536 or mail to 25 East North Street, Carlisle, PA 17013  
Please don't hesitate to call with any questions: (717) 422-6440

**CLIENT**

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_

Caregiver Name(s): \_\_\_\_\_

Caregiver(s) Relationship to Child: \_\_\_\_\_ Caregiver Phone: \_\_\_\_\_

Is English the primary language of the youth? Yes No

Is English the primary language of the caregiver(s)? Yes No

If No for either: What is the primary language? \_\_\_\_\_

Can the individual speak and understand English fluently? \_\_\_\_\_

Is a Release of Information attached to this referral? Yes No

***In order to provide services, we are required to obtain consent from all individuals with legal custody of the child. Youth 14 and older may provide their own consent for services. For youth under 14 years:***

- If parents are divorced, it will be assumed that they have shared legal custody and, in accordance with Pennsylvania State Law, consent is needed from both parents. If documentation is provided of sole legal custody, only the consent of the custodial parent is needed.*
- If someone other than the parent has legal custody, documentation is required (e.g., a copy of the custody order).*

**REFERRAL SOURCE**

Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Relationship to client: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Best times to reach you: \_\_\_\_\_

**REASON FOR REFERRAL**

*Psychological Evaluation:* What question or concern do you hope will be addressed by the evaluation?

Is there a specific date by which the evaluation is needed?

No     Yes - date: \_\_\_\_\_

*Therapy:* What issues or concerns are prompting this referral?

**INSURANCE (if known)**

Medical Assistance                       Highmark Blue Shield                       Capital Blue Cross

Other Blue Cross/Blue Shield               UPMC

Tricare (please note we are *not* in-network, so point- of-service fees may apply)

Other\*: \_\_\_\_\_

***\*If you select other, the client will need to self-pay and seek reimbursement from insurance for out-of-network coverage***

Is this a CHIP Plan?     Yes     No     I don't know

**Thank you!**