



# ZAREPHATH

creative healthcare solutions

## Referral Protocol

**Email Referral** – Send email referrals to [referral@zrpath.com](mailto:referral@zrpath.com)

**Fax Referral** – Send fax referrals to **(855) 771 – 1332**

Please include the referral form, current core assessment and/or annual update, current service plan (indicating the requested services), Medication Order (signed), SNCD (if applicable), crisis plan, guardianship paperwork (if applicable), and any additional supporting documentation that would assist in coordination of care.

**\*Zarephath referral form is available online at [www.zrpath.com](http://www.zrpath.com)\***

**\* Please direct any questions regarding referrals to our Referral Coordinator\***

## Referral Process

After a referral has been received, Zarephath will take the following steps to process referrals:

1. Zarephath will confirm receipt of referral with referral source
2. Zarephath will send “Additional Considerations for Group Respite”
3. Zarephath will review the referral and request any missing documentation from referral source
4. Zarephath contacts parent/guardian to discuss an orientation, complete consent paperwork, and provide a copy of the Welcome Packet

## Scheduling Process

After completion, Zarephath will begin scheduling according to the CFT requests/Service Plan information.

**\*Please direct any questions regarding scheduling services to our Scheduling Coordinators\***

<b>Main Office Phone</b>	<b>(855) 810-2484</b>	<b>Mon – Fri 9am to 5pm</b>
<b>Main Office Fax</b>	<b>(855) 771-1332</b>	<b>Mon – Fri 9am to 5pm</b>
Jillian Amick	jilliana@zrpath.com	<b>*Referral Coordinator*</b>
Luisa Rodriguez	luisar@zrpath.com	<b>*Scheduling Coordinator*</b>
Sarah Ali	saraha@zrpath.com	<b>*Care Coordinator*</b>
Erin Regan	erinr@zrpath.com	Life Skills Director/Referrals Supervisor
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