

Frequently Asked Questions and Instructions

New WHA psychiatric medical clearance tool: “Basic Pre-Admission Assessment and Status Checklist for an Inpatient Psychiatric Admission.”

What is the new psychiatric medical clearance tool?

The WHA Member Behavioral Health Forum worked throughout 2022 to explore options for facilitating and improving “medical clearance” communications between hospital emergency departments and inpatient psychiatric units. The group developed a model, but customizable, “checklist” of basic information that a hospital’s admitting psychiatrist would likely seek from an emergency department following a request for admission from the emergency department that could be communicated by the inpatient unit to an emergency department utilizing the [WHA Information Center Psychiatric Bed Locator](#).

How can use of this customizable Checklist help inpatient psychiatric units?

The purpose of the Checklist is to help an inpatient psychiatric unit’s admitting psychiatrist more quickly receive a set of basic information from an emergency department requesting an admission to the psychiatric unit that can assist the admitting psychiatrist’s clinical evaluation of the admission request (i.e. make a decision regarding “medical clearance.”) Ideally, the emergency department would have all of the information sought in the inpatient psychiatric unit’s customized **Basic Pre-Admission Assessment and Status Checklist for an Inpatient Psychiatric Admission** completed and ready upon making the admission request to the inpatient unit.

How can having access to an inpatient psychiatric unit’s customized Checklist help emergency departments?

By having access to a fillable checklist of basic information that an inpatient psychiatric unit will be seeking for an admission request, an emergency department can more quickly prepare and communicate the requested information to the inpatient psychiatric unit’s admitting psychiatrist. This can help streamline medical clearance communications between the emergency department and inpatient psychiatric unit.

How will hospital emergency departments access an inpatient psychiatric unit’s customized Checklist?

If your inpatient psychiatric unit chooses to participate, your inpatient psychiatric unit’s customized **Basic Pre-Admission Assessment and Status Checklist for an Inpatient Psychiatric Admission** would be uploaded to the WHA Information Center Psychiatric Bed Locator and viewable on the WHA Information Center Psychiatric Bed Locator by authorized (username and password protected) emergency department staff and persons responsible for county approval of emergency detentions under s. 51.15(2)(c), Wisconsin Statutes.

Each inpatient facility that participates will have their customized Checklist posted as a link to a fillable pdf by clicking on the “+” for the facility on the searchable WHA Information Center Psychiatric Bed Locator.

Results for: **Inpatient Facility Beds – Adult**

Facility	City	Beds Potentially Available for an Admission	Comments	Distance (miles)	Last Update	Primary Admissions Contact
+ Belin Psychiatric Center	Green Bay	4	Transfers from other hospitals will not be taken after 10:00 pm.	1.9	3 minutes ago	(P) 920-431-5533 (S) 608-274-1820
+ Brown County Community Treatment Center	Green Bay	NR	(facility has not registered)	5.6		(P) (S)
+ Willow Creek Behavioral Health	Green Bay	3	Age and gender specific after expected discharges. Please call (920) 328-1220 in advance.	5.9	2 minutes ago	(P) (920) 328 - 1220 (S)
+ Ascension NE Wisconsin - St. Elizabeth Campus	Appleton	1	After 5pm It will be available.	25.2	1 minute ago	(P) see contact information (S) 608-222-2222

When will hospital emergency departments be able access participating inpatient psychiatric units' customized Checklists on the Psychiatric Bed Locator?

The WHA Information Center Psychiatric Bed Locator will begin providing access to customized Checklists received by WHA Information Center from inpatient psychiatric units on April 7. Customized Checklists received after April 7 by WHA Information Center from inpatient psychiatric units that wish to participate will be added as they are received.

How is this similar to and different from the WACEP-WPA Medical Clearance Smart Form?

The Checklist model form borrows significantly from the 2019 draft WACEP-WPA Medical Clearance Smart form, but the WHA Member Behavioral Health Forum made some changes to increase the likelihood of broad utilization of the **Basic Pre-Admission Assessment and Status Checklist for an Inpatient Psychiatric Admission** throughout Wisconsin inpatient psychiatric units.

1. To preserve the clinical judgement of the admitting psychiatrist, the Checklist is not a statement of pre-defined admission criteria. The Checklist model is not a set of pre-defined admission criteria for the inpatient unit. Instead, the Checklist model is a basic, minimum list of information about a patient that the inpatient unit's admitting psychiatrist would like to receive from an emergency department to make an informed admissions decision. It was important to the WHA Member Behavioral Health Forum that the clinical judgement of the admitting psychiatrist regarding the medical appropriateness of the admission be preserved.

2. To increase participation, additional clarity and additional information frequently requested by admitting psychiatrists was added. The WHA Member Behavioral Health Forum clarified some of the questions in the draft WACEP-WPA Medical Clearance Smart form and also added some basic questions that the Forum identified as information frequently requested by admitting psychiatrists from emergency departments. By having clearer and frequently asked questions on the psychiatric unit's Checklist, the WHA Member Behavioral Health Forum expected that less time would be spent on back-and-forth communications between the emergency department and inpatient unit.

3. To increase participation, the Checklist can be customized to reflect an individual psychiatric inpatient unit's capabilities. The Checklist model also recognizes that not all psychiatric units have the same capabilities and that a one-size-fits-all approach for a "medical clearance" form would result in less participation. Although the WHA Member Behavioral Health Forum worked to develop a model Checklist form that included the requested information that would most likely be sought from the vast majority of admitting inpatient psychiatrists across Wisconsin, the Forum developed the Checklist model to be customizable by individual inpatient psychiatric units and their admitting psychiatrists. Thus, to increase participation, inpatient psychiatric units may modify or add to the Checklist in recognition of the different capabilities of different psychiatric units.

*What does your inpatient psychiatric unit need to do to post their customized **Basic Pre-Admission Assessment and Status Checklist for an Inpatient Psychiatric Admission** on the WHA Information Center Psychiatric Bed Locator?*

1. Access the MS Word version of the model **Basic Pre-Admission Assessment and Status Checklist for an Inpatient Psychiatric Admission**. The MS Word version of the document is attached to the invitation email. After April 7, 2023, the MS Word version of the document will also be accessible on the WHA Information Center Psychiatric Bed Locator’s “[Psychiatric Bed Locator Admin](#)” webpage. If you do not currently have access to the Psychiatric Bed Locator Admin webpage, instructions for registering as a Facility Administrator can be found here: <https://www.whainfocenter.com/Provider-Services/Psych-Bed-Locator/Psychiatric-Bed-Locator-Instructions>.
2. Review and customize the MS Word version of the model Checklist for your inpatient psychiatric unit. As indicated on the MS Word document, all participating inpatient psychiatric units will need to make the following basic modifications of the Word version of the model Checklist for their facility: INSERT NAME OF HOSPITAL and INSERT INSTRUCTIONS FOR HOW YOUR FACILITY/UNIT WOULD LIKE TO RECEIVE THIS COMPLETED CHECKLIST FROM THE REQUESTING LOCATION. Additionally, as indicated on the MS Word document, each participating inpatient psychiatric unit may add, modify, or delete your unit’s assessment questions. **Importantly, as noted elsewhere in this FAQ, the Checklist is not a list of admission criteria or an exhaustive list of information, but a basic list of information sought for all admissions. During the admissions evaluation process, an inpatient psychiatric unit may request additional information from the emergency department not indicated in the inpatient unit’s customized Checklist.**
3. Save your customized MS Word version of the model Checklist for your inpatient psychiatric unit as a new MS Word file.
4. Email your customized MS Word version of the model Checklist to WHA Information Center for posting on the WHA Information Center Psychiatric Bed Locator. Send your Word file as an attachment to Brian Competente, Director of Operations, WHA Information Center, at bcompetente@wha.org. He will then convert your Word file to a fillable pdf which will be stored by WHA Information Center and then posted to the “Facility Information” section of your facility’s section of the WHA Information Center Psychiatric Bed Locator accessible by authorized emergency department staff and persons responsible for county approval of emergency detentions under s. 51.15(2)(c), Wisconsin Statutes.
5. Register your facility on the WHA Information Center Psychiatric Bed Locator if you are not already submitting potential bed availability information to the Psychiatric Bed Locator. Information about registering your inpatient unit/facility and creating a Facility Administrator role to share information on the Psychiatric Bed Locator can be found here: <https://www.whainfocenter.com/Provider-Services/Psych-Bed-Locator/Psychiatric-Bed-Locator-Instructions>. In order to maintain the integrity of aggregate bed availability data, only registered, active facilities providing information on the Psychiatric Bed Locator will be able to display their customized Checklist on the Psychiatric Bed Locator.

Can an inpatient psychiatric unit make changes in the future to its customized Checklist that is posted on the WHA Information Center Psychiatric Bed Locator?

Yes, at any time. After your inpatient psychiatric unit’s Checklist is posted on the WHA Information Center Psychiatric Bed Locator, contact to Brian Competente, Director of Operations, WHA Information Center, at bcompetente@wha.org, to update your posted Checklist.

Can an emergency department send a filled-out Checklist to an inpatient psychiatric unit through the WHA Information Center Psychiatric Bed Locator?

The WHA Information Center Psychiatric Bed Locator does not have the capability to send patient information between an emergency department and a psychiatric unit. After an emergency department accesses a psychiatric unit's fillable pdf Checklist on the Psychiatric Bed Locator, the emergency department should provide the completed Checklist with the patient information to the inpatient psychiatric unit in accordance with the emergency department's patient information disclosure compliance procedures. The inpatient psychiatric unit's Checklist will also include instructions for how the facility/unit would like to receive the completed checklist from the emergency department.

Is an inpatient psychiatric unit's customized Checklist a list of criteria for admission?

No. As stated on the model Checklist, the information sought on the Checklist is baseline information to help streamline the communication of information to assist the admitting psychiatrist's initial evaluation of the admission request to his or her psychiatric unit. **The Checklist is not criteria for approval or denial of the admission request. Additional information not included on the unit's customized Checklist may be requested by the admitting inpatient unit based on the circumstances of the admission request, including the status of the patient and admitting unit.**

Where can I find more information about the WHA Information Psychiatric Bed Locator?

Log in access and instructions for the Psychiatric Bed Locator can be found here:
<https://www.whainfocenter.com/Provider-Services/Psych-Bed-Locator>.

Who should I contact if I have questions?

If you have technical questions about uploading or accessing the Basic Pre-Admission Assessment and Status Checklist for an Inpatient Psychiatric Admission to the WHA Information Center Psychiatric Bed Locator, please contact Brian Competente, Director of Operations, WHA Information Center, at bcompetente@wha.org. If you have questions about the Checklist, its development, or general questions about the Psychiatric Bed Locator, please contact Matthew Stanford, General Counsel, Wisconsin Hospital Association, at mstanford@wha.org.