

# How to Make a Referral to Stepworks

## 1 Contact our Navigator Team

- fax: 859-298-3344
- email: [accesscenter@stepworks.com](mailto:accesscenter@stepworks.com)
- phone: 1-800-545-9031 (press 0)

## 2 Have Patient Information Ready

- case manager's name and contact information
- patient's demographics
- patient's history and physical
- patient's mobility and ability to perform ADLs (activities of daily living)
- patient's Social Security number
- patient's expected discharge date from referring facility

## 3 Information Review and Admission

1. Submit patient information to a Navigator at the Stepworks Access Center.
2. Allow the Access Center to review this information (and consult with a PICC nurse for IV/infusion patients).
3. The Stepworks Navigator will contact you to schedule an intake screen with the patient.
4. Based on the intake screen, the Navigator will obtain admission orders.
5. The Navigator will contact you again to confirm the patient's admission time.

## "What if I'm referring a PICC Line patient?"

### Additional Information Needed:

Thank you for trusting us with your most medically-complex patients. To provide the highest level of care, we take these additional steps:

- The Stepworks Navigator needs a copy of the patient's MAR (Medication Administration Record).
- A consultation between the patient's nurse and the Stepworks PICC nurse is required before the assessment.
- After the nurse consultation, the Stepworks PICC nurse approves the Stepworks Navigator to assess the patient.

### "I'm referring a PICC Line patient. What am I responsible for?"

- Give a copy of the patient's MAR to the Stepworks Navigator.
- Provide an RN direct report to the Stepworks PICC nurse.
- Order all IV medications and supplies before the patient discharges to Stepworks.
- Arrange the patient's transportation to Stepworks.

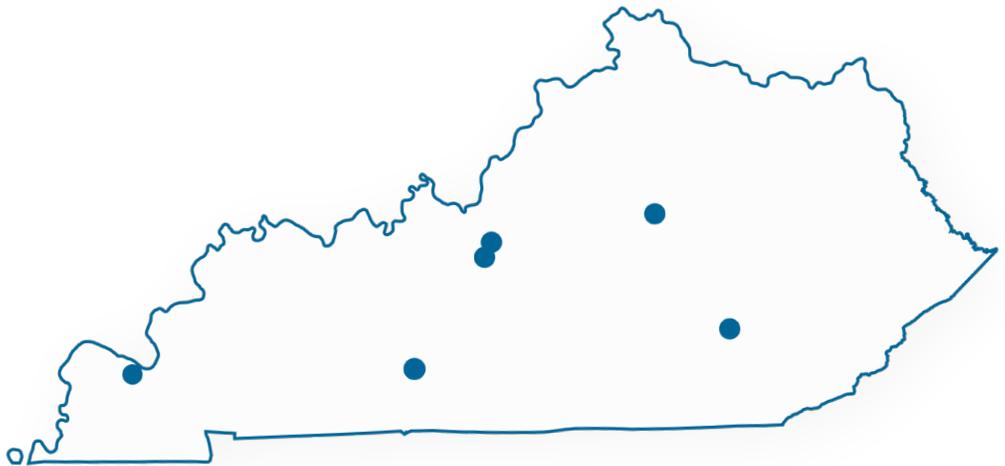


**Stepworks is a provider of**  
addiction treatment and long-term recovery resources.

**We'll walk with you.**

#### Locations

- **London**  
3825 Marydell Road
- **Nicholasville**  
151 Coconut Grove Drive
- **Paducah**  
1400 N 10th Street
- **Bowling Green**  
331 Brookwood Drive
- **Elizabethtown**  
1111 Crowne Pointe Drive  
1207 Woodland Drive



**Call the Stepworks Access Center today.**  
**Our navigators are ready to help you.**

800-545-9031 | [stepworks.com/refer](https://stepworks.com/refer)

#### Also ask about...

- Intensive Health by Stepworks: an addiction medical home
- Stepworks Sober Living: recovery-focused living environments