



PICC Referral Checklist

Stepworks accepts patients with substance use disorder for infusion therapy. We've created a checklist to make this process easy for you and ensure the best care for the patient.

- Gather the following medical records:
 - face sheet (include full social security number)
 - H&P
 - medication administration record
 - labs (two negative cultures are required for admission)
 - most recent MD progress note
- Send the records to Stepworks:
 - Email: accesscenter@stepworks.com or Fax: 859-298-3344

After reviewing the medical records, the Stepworks Access Center will screen the referred patient and notify the referring case worker if the patient is approved or denied for admission at Stepworks. You should hear back from us within one business day.

Please ensure the patient isn't discharged from your facility until you hear back from our Access Center.

Once the patient is accepted for admission at Stepworks:

- ensure the IV antibiotics and supplies are ordered before discharge (Option Care or AmeriMed are good options)
 - Delivery Address: Stepworks Woodland, 1207 Woodland Dr., Elizabethtown, KY 42701
- make sure the patient discharges **with the PICC line in place** (Stepworks cannot place PICC lines)
- request that the referring infectious disease physician follow the patient's labs and medications while at Stepworks
- arrange transportation (medical transport is typically the safest option)
- Send this checklist to Stepworks:
 - Email: accesscenter@stepworks.com or Fax: 859-298-3344

Caseworker Name: _____ Facility: _____

Email: _____ Phone: _____