

Langley Porter PHP

Referral process for hospitals and residential facilities

Information about the program including location, schedule, format and insurance accepted is available on our website. We encourage patients to review the website prior to referral.

<https://psych.ucsf.edu/lpph/phpiop>

Our main program phone number is **415-476-7400**.

In order to best expedite referrals to PHP, complete the following steps:

1. Check website for insurances contracted/not contracted (list is on the Insurance page of the website: <https://psych.ucsf.edu/lpph/phpiop/insurance>)
2. Using the website, review with patient the program hours, location and format. Feel free to call us about any questions you or the patient may have. Please note that we expect patients discharging from inpatient units and residential facilities to be admitted to PHP; they will not be considered for IOP.
3. Call us a couple of days prior to discharge or when the patient is stable for discharge to ask about current availability in PHP program. We do not keep a wait list and we will advise you at that time as to whether or not we can accept the referral.
4. **If we have availability, please send the following information via fax (415-476-7747) or email (phpiopfaxes@ucsf.edu)**
 - ☐ Face Sheet (to include insurance information)
 - ☐ Psychiatric Assessment
 - ☐ Physical Exam
 - ☐ Psychosocial Assessment
 - ☐ Medication list
 - ☐ Labs (including substances of abuse)
 - ☐ Recent psychiatrist notes
 - ☐ Recent group notes
 - ☐ Recent social work notes
5. We will get back to you after we have reviewed clinical information and verified insurance.
6. If we accept the referral, we will provide a timely intake appointment to you or the patient.