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## Welcome

Welcome to SummitRidge Hospital. SummitRidge Hospital is a private 96-bed hospital located in Lawrenceville, Georgia, owned by Universal Health Services. SummitRidge Hospital provides community based behavioral health and addictive disease treatment services to a diverse population. SummitRidge is accredited by the Joint Commission. We have inpatient and outpatient programs to serve our community.

We know that the decision to seek help was not easy to make. Our goal is to provide an environment in which your concerns can be addressed so that change may begin. The information provided in this guide is intended to make this process easier and more understandable. If you have questions or concerns, please contact a staff member.

## Who are the staff contacts?

At admission, each patient is assigned a case manager and physician. Any staff member may assist in answering your questions. The treatment team consists of nurses, case managers, activity therapists, physicians and other mental health professionals. Please write the name(s) of your treatment team in the space provided below.

Physician: \_\_\_\_\_

Case Manager: \_\_\_\_\_

Program/Unit: \_\_\_\_\_

Confidential ID Number: \_\_\_\_\_

**When will I see the doctor?**

All patients admitted to SummitRidge Hospital will be seen by a Psychiatrist within 24 hours of admission. Patients are also examined by an Internal Medicine Physician or Nurse Practitioner within 24 hours of admission. All physicians do rounds each weekday. Patients may not see the attending physician until the day after admission, dependent upon the time of admission. The admissions staff and the nursing staff consult with the physician to determine patient needs and to provide safe treatment. All patients admitted to SummitRidge Hospital will be seen by a Psychiatrist within 24 hours of admission. Patients are also examined by an Internal Medicine Physician or Nurse Practitioner within 24 hours of admission. All physicians do rounds each weekday. Weekend call is rotated among physicians so you may see a different physician on weekends or holidays. If the need for additional or emergency medical treatment arises, the staff make arrangements for you to be transferred to the nearest medical/surgical hospital or Emergency Room.

**Why do I need a patient identification number?**

All patient information is private and confidential governed by state and federal laws. Patient information can only be communicated with a written release of information signed by the patient and an identification number. The patient has the option of giving this information. Staff can take messages for the patient to call with the identification number if the patient desires to do so.

Please give this number to family/friends in order to receive their calls. Without this ID number, we cannot

acknowledge admission to the hospital. This ID number starts with a "1" is on the patient's hospital bracelet.

**What about telephone calls?**

There are telephones for patient use, but here are no telephones in patient rooms. For the respect of privacy for other patients, we do not permit the use of cell phones on the unit. Telephones are turned off during group time. As a courtesy to other patients, please limit telephone calls to 10 minutes. For adolescents, telephone calls are answered and dialed out by a staff member when requested if approved by the treatment team and Parent/Guardian.

In order to receive messages, a caller must have the patient's individual identification number. The patient must give this number to family/friends. SummitRidge Staff cannot give out this number.

**What are Patient's Rights?**

You have rights and responsibilities as a patient during your stay at SummitRidge Hospital. This information will be explained to you on admission and a list outlining your rights and responsibilities will be given to you. Please review carefully. SummitRidge Hospital strives to protect the rights and dignity of all patients/families. A Patient Advocate is available to address and help to resolve any concerns or questions that you may have about your care. Any staff member can direct you to the Patient Advocate.

**What is the length of stay?**

Most people are admitted due to a crisis situation and can be discharged when the crisis is resolved and appropriate aftercare arrangements are made. Many factors are taken into consideration to determine crisis resolution. Length of stay is a process determined by the patient, physician, treatment team, and clinical criteria. Inpatient average length of stay for the Addictive Disease Program, Adult Psychiatric Program, Dual Diagnosis Program, Adolescent Program and Senior Adult Program is approximately three to ten days. Outpatient treatment may last one to four weeks, depending on the program.

**What is needed while at the hospital?**

Patients wear comfortable clothes and are not required to wear hospital gowns. Clothing and other items may be brought to SummitRidge Hospital reception desk from 7am–9pm. Items of value are to be left at home. Those delivering the items will need the patient identification number and to log items they bring. All items will be searched prior to entering the unit. The nursing or the admission staff will be happy to answer any questions concerning items patients can or cannot have on the unit.

Patients will need casual clothes, pajamas, and toiletries. SummitRidge can provide basic hygiene items if you do not bring your own. Generally, patients should bring clothing for approximately five days. A laundry room is available for patient use.

Clothing that is not allowed includes:

- (1) Clothing with drug, alcohol, sexual, satanic, or gang-related messages
- (2) Clothing that is revealing such as tube tops, halter tops, fishnet shirts, short shorts, or clothing which is tight
- (3) Clothing that is potentially dangerous including items with drawstrings, shoelaces, ripped or torn clothing. Clothing that obstructs the view of a patient's face is not allowed, such as hoodies, jackets with hoods, or hats of any kind

As part of a daily routine it is important to practice good personal hygiene to include: showering, combing hair, brushing teeth, and frequent hand washing. Please contact nursing staff for assistance with any of these tasks or any needed additional toiletries. Patients are asked to help clean up after themselves and keep patient rooms picked up and neat. Clean linens are available from the housekeeping staff.

**Is food allowed?**

For safety, sanitation, and dietary management purposes, visitors are asked not to bring food items into the facility. There are 3 daily meals provided and nightly snacks that are developed by a registered dietitian with individualized nutrition plans.

**Where are valuables kept?**

Family members are encouraged to take valuables home. Patients cannot keep valuables on the unit due to security reasons. The hospital cannot be responsible for lost or missing items. We request that credit cards, checks, cash or

jewelry be sent home or locked in the hospital safe. *The hospital will only be responsible for those items deposited in the hospital safe.*

### **Is smoking allowed?**

Although discouraged, adults are permitted to smoke only in designated outdoor areas at designated times after meals. Please supply your own cigarettes. *Matches and lighters are not allowed in patients' possession.* Please see unit staff for lighters. Smoking outside of designated areas is strictly prohibited, as it is a violation of fire codes. Violation of this policy may result in a loss of smoking privileges. Patients ages 20 and under are not permitted to smoke according to Georgia law, regardless of programming.

### **What items are prohibited at SummitRidge Hospital?**

- Lighters, matches, butane lighters
- Food and drink from outside of the hospital
- Inappropriate clothing, as determined by the treatment team
- Objects with sharp edges and points including scissors and loose razor blades
- Glass items including mirrors, flower vases, perfume and aftershave bottles
- Cell phones, beepers, laptops and other electronic devices
- Plastic bags of any kind
- Belts, scarves, shoe laces, clothing with drawstrings, ties, clothing with hoods, ripped or torn clothing
- Cameras and tape recording devices
- Video and cassette tapes, DVDs and CDs

- Prescription and over the counter medications, unless with physician order
- Alcohol and items containing alcohol including mouthwash
- Dental floss
- Spray and aerosol cans
- Glue, White-Out, Crazy Glue, etc
- Street drugs and/or paraphernalia
- Weapons, including knives
- Wire clothes hangers
- Curling irons, hot curlers and hair dryers
- Sewing equipment including crochet needles
- Nail polish and remover
- Make-up including compacts with mirrors
- Safety pins, tweezers, nail files and clippers
- Disposable and electric razors

PLEASE understand that patients are here for different reasons. Some patients may have additional restrictions. Please do not lend or give out any of your personal possessions.

### **Who is my Case Manager and what does that person do?**

Your Case Manager is primarily responsible for assessing your psychosocial situation (your strengths, living arrangements, occupational concerns, financial concerns, academic concerns, family history, and relationships etc.) and ensuring that you have an aftercare plan. He or she will meet with you within 72 hours of your admission to reassess your needs and develop your treatment plan with you. Your

case manager will also schedule your aftercare appointments prior to discharge.

**How does SummitRidge Hospital maintain patient safety?**

In order to maintain safety in the patient care areas, we must focus on creating and maintaining a safe and therapeutic environment for patients, visitors and staff. Video Cameras are used at SummitRidge Hospital to monitor patient and staff activities in specific areas in order to maintain a safe and secure hospital environment. At SummitRidge Hospital, we set high standards of excellence and safety by applying established Patient Safety Standards to every aspect of patient care. For the safety of all, certain behaviors and items are not allowed. Unsafe behavior will result in treatment team review with further recommendations. The following are unsafe behaviors and not allowed:

- Sexual acts or inappropriate physical contact between patients are not permitted.
- Violence of any sort is not tolerated. This includes verbal threats, physical aggression, or destruction of property.
- Possession or use of alcohol or non-prescribed drugs is not permitted.

*It is your responsibility to report any sexual verbal/physical abuse, threats of sexual abuse, perceived or real from other patients or staff. Legal consequences based on allegations may include but are not limited to civil proceedings, involvement of local/state police, and state agencies*

**Why are there searches?**

To ensure patient safety, periodic searches may be made. They are as follows:

- Mandatory personal belongings search on admission to the hospital
- Environmental rounds will be conducted periodically. Personal belongings will not be touched; however staff members will enter patient rooms to look for potential safety problems.
- Suspicion that prohibited items are brought into the hospital: a room search and/or body search, as ordered by the physician, may be done in private by an appropriate staff member of the same sex.

**Are medications used?**

Patients may receive medications during their stay at SummitRidge Hospital. Only medications ordered by SummitRidge Hospital physicians can be taken. Before medications are given, the benefits and side-effects will be reviewed and consent obtained from you or your legal guardian. This consent can be withdrawn. Medications will be dispensed by a nurse.

Medications brought to the hospital must be checked in at the nursing station. They will be stored until time of discharge, sent home, or may be continued throughout your stay when ordered by SummitRidge Hospital physicians. Regular medication times will be posted on the unit.

It is the policy of SummitRidge Hospital to respect and support the right to optimal pain assessment and

management. Pain is assessed in all patients at the hospital. We will also address the appropriateness and effectiveness of pain management.

#### *Why might restraints or seclusion be used during my stay?*

SummitRidge has a philosophy that all patients have the right to interact in their environment to obtain the best benefits of treatment with the least restrictive supports necessary. To protect all patients and staff, some interventions may be necessary to prevent harm or risk of harm to a patient and others. Restraints and seclusion may be used for behavior management only in emergency situations. An emergency is defined as: (1) when needed to ensure the patient's physical safety, and (2) less restrictive interventions have been determined to be ineffective. The medical record must document the necessity for the intervention, and that less restrictive interventions have been determined to be ineffective. Restraints may be chemical (emergent use of medication) or mechanical (use of physical restraints that limit movement). The intervention must be in accordance with a written modification to the patient's plan of care, implemented in the least restrictive manner, and ended at the earliest possible time.

#### *Will family be involved in treatment?*

Family members are encouraged to be actively involved in treatment. The level of involvement is determined by the patient and his/her treatment team. Each patient, with the treatment team, develops an individual treatment plan. You and your family may be contacted to participate in a family session.

#### *What inpatient services are provided at SummitRidge Hospital?*

Inpatient services are divided into six programming units: Adolescent Services, Adult Acute Psychiatric Services, Adult Chemical Dependency Services, Adult Intermediate Services, Adult Progressive Care Services and Senior Adult Services.

The inpatient programs serve individuals who are in crisis for a variety of reasons; one may not be able to function and/or maintain personal safety at home or may be in need of a supervised medical detoxification from alcohol or drugs. Treatment goals include receiving 24 hour nursing care, participating in intensive group therapy, stabilizing thoughts and mood, exploring medication management, developing a relapse prevention plan, and initiating an aftercare plan for patients to continue services in the community upon discharge. Patients are strongly encouraged to participate in all activities in order to get the most out of their treatment. The program provides structured activities seven days a week.

#### *Inpatient Group Descriptions?*

Groups are approximately 1 hour and led by members of the treatment team. *Please be on time for group.* There are breaks between groups for smoking and other personal needs.

#### *Process Group*

A Process Therapy Group is held daily by a masters level clinician. Its purpose is to help work toward meeting individual treatment goals. Group therapy allows support

from others with similar problems, conversation about real life situations, and a safe place to try new ways of doing things. Group Therapy focuses on goals, present situations, strengths, and solutions. It can help change patterns of thinking, feeling and acting. The group leader modifies the content according to patients' needs.

### Education

Educational groups on numerous topics are offered daily. These groups involve discussion of specific topics, exercises, and session assignments. Specific groups may include:

- ◆ *Stress Management Skills:* This group helps deal with day to day issues of making decisions, solving problems, resolving conflicts, stress management, and dealing with peer pressure.
- ◆ *Healthy Living Skills:* This group helps develop basic skills such as communication skills, how to spend leisure time, beliefs and values, setting daily goals, and using time management. It also teaches about the importance of good diet, exercise and rest.
- ◆ *Illness Education:* This group provides information about various diagnoses, signs and symptoms, treatment, and types of therapy and relapse prevention.
- ◆ *Communication Skills:* This group provides information about basic communication skills such as how to ask questions, assertive/not aggressive behavior, dealing

with difficult people, how to share personal needs, and words to avoid.

- ◆ *Discharge Planning:* This group focuses on recognizing feelings and problems associated with discharge, setting goals for continuing care, developing action plans, following treatment recommendations, continuing to build skills developed while in treatment, and specific steps to take in a crisis or relapse.
- ◆ *Relaxation Group:* This group teaches how to relax in various ways and allows practice of these methods.
- ◆ *Addictive Disease:* This group provides information about Addictive Disease, including: defining addiction and denial, addictions effect on life, medical aspects of addiction, addiction as a family disease, introduction to the 12 Steps, cross addiction, physiological aspects of addiction, stages of addiction, and healthy living.
- ◆ *Recovery Fundamentals:* Provides an introduction to the philosophy, meetings, steps, sponsorship and traditions in Alcoholics Anonymous and other 12-Step programs.
- ◆ *Cognitive Skills:* This group will help identify thoughts and beliefs are connected to moods, behaviors, physical experiences, and life events.
- ◆ *12 Step:* This group is an introduction to the fundamentals of the 12 Steps to learn what the 12 Steps are, the basics of the 12 Step fellowships, meetings, and



sponsorship. Focus will be on Step One and, time permitting, start on Step Two through Five.

- ◆ *Relapse Prevention:* This group is designed to educate on the process of relapse and how to identify and stop it. Focus will be on an individualized relapse prevention plan.
- ◆ *Anger Management:* This group teaches about anger and its causes and consequences. Focus is to develop appropriate coping skills by exploring anger's impact on recovery, muscle relaxation, visualization, deep breathing, scanning for tension, hot & cool thoughts, general coping thoughts, and planned responses.
- ◆ *Reality Orientation:* This group will provide orientation to the present time, date, and situation while encouraging memory recall.
- ◆ *Reminiscence:* This group helps recall past memories and how it relates to quality of life. May consist of sensory stimulation or music therapy.
- ◆ *Medication/Diagnosis Education:* This group teaches about specific medications, benefits of medications, medication compliance, side effects, and how to talk with medical professionals. It also teaches about different problems, what causes these problems, signs and symptoms of problems, ways of coping with problems, and treatment of those problems.

- ◆ *Coping Skills:* This group explains the important interaction between the way a person views themselves, others, and the world and how this relates to emotions, behaviors, and physical states. It teaches how to change thoughts in order to change feelings, behaviors, and physical reactions.
- ◆ *Developing your Safety Crisis Plan:* This group focuses on assisting patients to recognize their warning signs and plan coping skills to stay safe and healthy.

#### Expressive Therapy Group

Structured activity groups are held daily. Expressive Therapy includes a variety of activities designed to help you learn more about yourself, learn how to solve problems, express feelings in appropriate ways, reduce stress, and improve relationships with others. Participation may include art therapy, music therapy, pet therapy, exercise, sports, games, relaxation training, gardening, and other activities. Expressive Therapy is led by a qualified therapist.

#### Individual Consultation, Family Therapy, and Other Services

Individual consultation is provided with physicians and other members of the treatment team as needed. In consideration of the crisis stabilization and brief treatment focus of hospitalization, intensive individual and family psychotherapy are not provided. However, where there is clinical indication, brief individual and family meetings may be prescribed and provided with a focus on discharge planning and aftercare.

**What outpatient services are provided at SummitRidge Hospital?**

The Partial Hospitalization/Intensive Outpatient Programs are designed for those who need an intense, structured program, but who are not in need of 24 hour continuous care. The physician and treatment team will determine the level of care based on history and previous treatments. Treatment lasts approximately four weeks. Patients are encouraged to be on time and participate in all activities scheduled.

The Chemical Dependency Program (CD) is for patients who have a dependency on alcohol, prescription drugs or “street drugs” which makes their lives unmanageable. Other addictions can be addressed as needed.

The Psychiatric Program (Psych) is for patients with issues that relate to mood, depression, bi-polar, anxiety, adjustment disorders, personality disorders, and psychosis. Patients must be identified as appropriate for the program and stable on medication prior to starting

**Outpatient Adolescent services** are provided in Partial Hospitalization Program (PHP) or Intensive Outpatient Program (IOP) and include psychiatric, dual diagnosis and chemical dependency services. The psychiatrists meet with their patients at least twice each week. Family involvement is a key to this program’s success.

**Adolescent Outpatient Hours:**

- Lawrenceville PHP Mon-Fri 8:30am-3:00pm  
*includes lunch*
- Athens PHP Mon-Fri 9:00am to 3:00pm  
*does not include a lunch*
- IOP (both locations) Mon-Fri 9:00am-12:00pm.

**Outpatient Adult Services** are divided into Partial Hospitalization Program (PHP) and Intensive Outpatient Program (IOP) including psychiatric, dual diagnosis and chemical dependency services. In PHP the physicians will see their patients once a week.

**Adult Outpatient Hours:**

- Lawrenceville PHP Mon-Fri 8:30am-3:00pm  
*includes lunch*
- Athens PHP Mon-Fri 9:00am to 3:00pm  
*does not include lunch*
- IOP (both locations) Mon-Fri 9:00am-12:00pm.

The Addictive Disorder Intensive Outpatient Program (ADIOP) is specifically for substance abuse.

- ADIOP (both locations)  
M/W/F 12:30pm-3:30pm

**ECT**

SummitRidge Hospital offers ECT on an inpatient and outpatient basis. The procedure is administered at our facility under the supervision of a psychiatrist, anesthesiologist, and an ECT nursing team. ECT provides another option for relief of severe depression and thoughts of suicide for those who are unresponsive to traditional

therapy and medication management. ECT has been proven to relieve mania and acute psychosis and can be life saving.

Below are some other indications that ECT may be appropriate for a particular situation:

- Need for rapid, definitive response due to the severity of psychiatric/medical condition (i.e. imminent risk or catatonia)
- The risks of other treatments outweigh the risks of ECT
- History of poor medication response, having failed at least two trials of medications
- History of good ECT response in one or more previous episodes of illness or has a family member with good response to ECT
- Patient is treatment resistant (medication, dosages, duration of trial, compliance)
- Intolerance or adverse effects of pharmacotherapy which are less likely to occur with ECT
- Deterioration of the patient's psychiatric or medical condition creating need for rapid response

### What happens at discharge?

On the day of discharge, patients gather their belongings and check to be certain they have everything they came in with. All valuables and medications brought into the hospital are accounted for. Patients strip their beds and put those linens in the hallway hampers. The patient satisfaction survey is completed on discharge day, and patients should confirm with their case managers that arrangements have been made for transportation home. Before leaving the

hospital, patients check out with the business office staff to insure complete understanding of financial obligations.

Every patient is discharged with aftercare plans. The Case Manager will work to locate providers in network with your health plan. Physicians provide prescriptions for 30 days of medication to be filled at any outpatient pharmacy. SummitRidge Hospital's Partial Hospitalization (PHP) or Intensive Outpatient Program (IOP) may be recommended. A follow up appointment with a therapist is scheduled within seven days after discharge when available. Psychiatrist and physician appointments are scheduled within thirty days after discharge when available. 12-Step meetings are strongly recommended for those with addictive disease issues. We request 90 meetings in 90 days. All appointments are imperative to keep for ongoing stabilization and to prevent any further crisis. *If the patient already has established community providers, please notify the case manager promptly upon admission.*

Patient and family support groups are available within the community. For assistance please contact:

- AA: 404-525-3178
- Al – Anon: 404-687-0466
- Alzheimer's Association: 800-272-3900
- Emotion's Anonymous: 770-925-4825
- National Alliance on Mental Illness (NAMI) [nami.org](http://nami.org)
- Nar – Anon: 404-633-2421; NA: 404-362-8484
- Georgia Crisis and Access Line: 1-800-715-4225
- National Suicide Prevention Line: 1-800-273-TALK
- United Way: 211

These organizations can provide information and support. This information and others are available with links on our website at [www.summitridgehospital.net](http://www.summitridgehospital.net)

**Although you may be informed early in the morning of your discharge, the case manager will need to arrange and schedule follow-up appointments that may take additional time.** Remember to stop by our business office before leaving. Valuables stored in the safe are available Monday – Friday during regular business hours. If you are being discharged on the weekend or after hours, your items will be retrieved when you leave.

#### **What if there is a problem?**

SummitRidge Hospital's goal is to provide a positive and valuable treatment experience for all patients. If there are concerns or problems with this experience, please direct any issues to a member of the treatment team and allow us to help. Staff will attempt to resolve any issues or concerns. The program has a procedure for allowing patients and others to register concerns. If these concerns are not resolved, the Patient Advocate will be contacted for further assistance. Contact information for the Patient Advocate is posted on all units.

#### **Patient Unit Rules**

For patient safety, food and drink are not allowed on the unit including candy, cookies, chips, gum, etc. Patients may have water in Styrofoam cups with lids.

Food will be left in the cafeteria. Food is not allowed in patient rooms.

Food, candy, cookies, chips, etc. are not allowed on the unit by family and friends or ordered for delivery.

Respect each other's personal boundaries and space. Patients are not permitted to visit in other patient rooms. Patients are not to have physical contact with each other.

Patients are asked to not use vulgar and inappropriate language.

Telephone and television hours are from 7 am until 10 pm. Telephones and televisions will be turned off during group time and quiet time. Telephone calls are to be brief and limited to 10 minutes.

Patients must be accompanied by staff when outside.

Personal belongings that have monetary value are to be limited or sent home: credit cards, checkbooks, cash cards, expensive jewelry, cell phones, or computers. The hospital is only responsible for items left in the safe.

Patient belongings should not include sharp or dangerous items.

Patient sharps belongings (razors, hairdryers, etc) can be used from 6am until 8am and again from 9pm until 10pm

under a doctor's order. The belongings must be signed in and out at the nursing station daily.

Patients may not smoke until all morning vital signs are completed and documented.

Patients are expected to attend all groups and remain in group until group is dismissed.

Bedtime is 9pm. Patients must go to their rooms for the evening by 9pm. Group rooms will be shut and locked.

Patients will monitor their laundry every 30 minutes. Patient belongings are not to be removed from the laundry by other patients.

Patients will wear proper attire: no short shorts or shirts, midriff-baring shirts, halter tops, clothes with vulgar language. Feet must be covered at all times. Hats and sunglasses may be worn outside only.

Patients are responsible for picking up their rooms, day area and group rooms, cafeteria, and outside areas throughout the day.

Patients are required daily to complete their activities of daily living: shower, wash hair, brush teeth, shave, wear deodorant, wash and wear clean clothes.

### **Summary**

Again, welcome to SummitRidge Hospital. We are glad that you have chosen us for your place of treatment. While admission to a hospital can be overwhelming and emotionally taxing, we hope this information has helped to introduce our hospital and the services that we offer. If you have any questions, please feel free to contact us. SummitRidge Hospital is open 24 hours a day seven days a week.

### **THE LEGAL PROCESS**

SummitRidge accepts voluntary and involuntary inpatients. All Outpatient programs are voluntary. If you are being admitted to the facility for inpatient care, our Admissions Counselors will discuss your legal status with you upon admission.

#### **Voluntary Admissions**

Adults may apply for voluntary admission by filling out a request for voluntary admission (Form 1009). Parents and Legal Guardians may fill out a request for admission on behalf of their children, adolescents or for those they legally represent.

**Important Note:** Georgia law does not allow a Power of Attorney for Healthcare or a Healthcare Agent designated in an Advanced Directive to sign a patient into a locked mental health facility or consent for ECT (Electroconvulsive Therapy). Only a Legal Guardian or the patient themselves can apply for admission or consent to ECT.

#### **Involuntary Admissions**

In the State of Georgia, individuals at risk for harming themselves or others or suspected of being incapable of caring for themselves due to their behavioral health condition can be admitted involuntarily to an emergency receiving facility, such as Summit Ridge, for evaluation. Please see the “legal documents by the numbers” section of this pamphlet for a more detailed explanation of the legal forms, timelines, and process governing involuntary evaluations and treatment.

Involuntary patients have the right to appoint a representative to be involved in their treatment plan and have the right to file a Writ of Habeas Corpus. You will find instructions for requesting a hearing on the Notice of Involuntary Admission Form.

### **Description of Legal Forms**

**1013/2013:** \*Legal document signed by a medical professional requiring a patient to be transferred to an emergency receiving facility for evaluation. This document expires 48 hours after admission to SummitRidge. Once it expires, the patient will be approved for voluntary treatment, (1012 status), discharged, or placed on a 1014/2014.

**1014/2014:** Legal document signed by a medical professional once the 1013/2013 expires. This extends the period of inpatient evaluation for up to five days (not including weekends and holidays). Once this expires, patients must be approved for voluntary status (1012), discharged, or court proceedings for a 1021 (Authorization for Retention in an

Evaluating Facility) will begin. (\*1013– mental health 2013 substance abuse)

**1010:** Legal document signed by a voluntary patient officially requesting discharge. Once delivered to the physician, the physician has 72 hours (not including Sundays and Holidays) to discharge the patient or to begin proceedings for a 1021 (Authorization for Retention in an Evaluating Facility).

The **1021** must be filed in Gwinnett County Probate Court before the 1014/2014 expires.

**1015:** Document given to patients upon admission informing them of their involuntary status and provides instructions for requesting a hearing.

### **Request for Discharge**

Voluntary patients have the right to request discharge at any time. Parents of minors and Legal Guardians can also request discharge for voluntary patients they legally represent. However, it is important to note that someone who signs themselves in voluntarily or who becomes voluntary with the approval of a doctor cannot just sign themselves out any time. A patient or Legal Guardian may formally request discharge in writing using a 1010 form. Discharge orders must be given by the attending physician.

### ***Treatment is Individualized***

At times all involved parties may not agree on the appropriate length of stay. The safety and well-being of the

patient is our primary concern. The Treatment Team must make decisions regarding discharge based on clinical judgment and in the patient's best interest. If you have questions or concerns regarding your length of stay, please discuss them with your Case Manager or your Doctor. Every patient and situation is unique and requires individualized planning and consideration.

If you have further questions regarding your admission, discharge, or the legal process, please see your Doctor or Case Manager. The Patient Advocate is also available to help you understand your individual situation and can be reached via voice mail at:

678-442-5810

**Important Phone Numbers**

*Because cell phones are not allowed on the units, please take the time to retrieve any numbers you need and write them here prior to admission.*

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