

# REFERRAL PROCESS

For PCPs, Pediatricians, and Other Professionals



## INFORMATION FOR PARENTS/GUARDIANS

Parents/Guardians can visit <https://www.ccbt.services> to get more information about us and how ABA therapy works.

A great resource is our Client and Family Handbook which can be found by clicking on the "Documents" tab.

## QUESTIONS?

If you have questions, please contact Brittany McDonald, BCBA at (937) 441-1782 or by email at [bmcDonald@ccbtservices.com](mailto:bmcDonald@ccbtservices.com).

## THANK YOU!

We are honored to have gained your trust in treating your patient!



## WHEN YOU HAVE A PATIENT WHO NEEDS ABA SERVICES

If you would like to refer a patient to us, please fax the following to **(833) 409-2205**:

- CCBT Referral Form (found on our website)
- Prescription/Service Order for ABA Therapy
- Autism Diagnosis Documentation (\*see below)

### What needs to be included in the Autism Diagnosis Documentation?

The autism diagnosis documentation should be a form or letter from the physician or medical professional who diagnosed the patient with autism. To satisfy insurance requirements, this documentation needs to include:

- Date of Diagnosis
- Diagnosis Code for ASD (F84.0)
- What Level and What Supports are Required
- Any Comorbid Diagnoses
- Instruments/Assessments Used in Diagnosis, Including Scores and Interpretation
- Signature, Printed Name and Title of the Diagnosing Physician

### What happens next?

Once we receive your referral, we will contact the patient's parents or guardians and either begin the intake process if we are ready to begin services at that time or, if we do not currently have openings for services, inform them that we have the referral and that they have been placed on our waiting list. When families are placed on our waiting list, we do everything we can to help them as quickly as possible, and we give them an estimated timeframe of when we believe we can provide services.

### What else can I do to make the referral and intake process faster and easier for the families of my patients?

If you would like to help your patient's parents or guardians begin the intake process ahead of time, you can download our forms at <https://www.ccbt.services/forms>, have the parent or guardian fill them out and sign them, and you can fax them along with your referral.

Documents that we would normally give to the patient's family for their information can be found at <https://www.ccbt.services/documents>.