

PREP Important Information and Changes

PREP Referral packets plus required forms and medical records can be faxed to 813-631-3075 (desktop) or 813-631-6764 (alternate, ATTN: Debbie Shepherd) or via secured email if not too large. Last result, mail or hand carried to JAH.

PREP Referrals and Admissions Coordinator: Debbie Shepherd; 813-972-2000 x6149; debbie.shepherd@va.gov

PREP Social Worker: Sandra Dunaway; 813-972-2000 x2924; Sandra.dunaway@va.gov

Current PREP referral packets and forms can be downloaded from the PREP website at:
<http://www.tampa.va.gov/services/PREP.asp>

Referrals to PREP, although very important, are **Non-emergent** requests. Screening and acceptance to the program is at the sole discretion of the PREP Medical Director (MD) based on records and information provided. PREP is limited in beds, admissions are offered based on appropriateness of referral and availability of beds. *Full commitment to the program is expected from the patient once admitted.*

Only the 2016 version of the referral packets will be accepted (it contains questions that satisfy CARF requirements). Referrals on old forms will be declined and asked for new packet (see link above).

Ensure **ALL** questions are answered on the PREP Packet. Dates are very important. Please **N/A** any questions not pertaining to SM or Veteran. The more information, documents, etc. the better the packet review.

Ensure the use of the PREP Packet Completion Checklist (included with each packet) to ensure **ALL** required and available documents are **present, signed, initialed** and ready to be sent. Incomplete packets only prolong the referral and review process, and may lead to referral closure.

If concerned about not having certain documents, or documents are not available, please note on the FAX cover sheet.

Ensure the Referring clinician (**a must**), Case Manager/Social Worker or any other point of contact information is provided. Points of contacts are important and needed in case we may need more information.

Referral date vs Received date: If the referral is made one date, but completed packet is submitted days, weeks or months later, the Received Date is noted and packet will be placed for screening the date it was received. The MD will screen according to its placement on the screening list.

Incomplete packets submitted: will not be forwarded for review until ALL documents are received. The completion of the packet becomes the "Referral/Received Date". After **30** calendar days, if the packet still not complete, the referral will be discontinued and a new referral will be necessary.

Referred Veterans **must** be cleared for travel by the appropriate medical clinician; a signature of the clinician is required. See form for who is authorized to sign.

Admission dates (if accepted) are coordinated between the patient/Case Manager and Ms. Shepherd.

Also please note that PREP program **is not an urgent** TBI evaluation or **Inpatient PTSD** program, it is a program that includes a comprehensive individualized evaluation to examine physical, cognitive, and mental health symptoms. Separation and/or retirement for Active duty personnel does not signify a priority for the program.