**Patient Enrollment Process and Patient Packet Instructions**

When you meet with the client, **after they have obtained the most appropriate diagnosis/es** (either by AAP assessment determination or by Marissa’s clinical evaluation), follow these steps to Officially Enroll the client into the Vivitrol Program:

1. Lab Work Order – Bailey has
2. Pregnancy Test (if applicable) – If a female is on the pill or no form at all, needs test!
3. Review the Patient Packet Information

**Left Side (from top to bottom) Right Side (from top to bottom)**

Vivitrol Brochure Patient Enrollment Form

Journal Vivitrol Handbook

Welcome Letter Vivitrol Treatment Consent Form

Vivitrol Program Planner Payment Agreement

Naloxone Education Flyer Participant Agreement

IUD Flyer Releases of Information

Nexplanon Flyer Contraception Agreement

Project DAWN Flyer Urine Drug Screen Standing Order

 Pregnancy Test Standing Order

1. Review each piece of paperwork with them
	1. Most of the information on the Right-Hand Side needs signed and we need to retain.
	2. Always offer them a copy of anything we have retained as originals will be filed
	3. Ensure to mark for them on their Vivitrol Program Planner what group they are in and when they are expected to start.
	4. Releases of Information—the 4 that are in the packet are the 4 that will always be needed. Additional ROIs will need completed.
		1. The ROIs need filed in their chart!
	5. Specifically review the treatment team’s names and nature of purpose
	6. Specifically review the after-hours contact
2. All paperwork needs to be filed under the Vivitrol Tab in the client chart.
3. Assign the client a Group, A or B
4. Schedule the client their appointment for their first Vivitrol Injection or pill
5. Send a courtesy e-mail to Vivitrol Care Team that you have enrolled and start date
	1. Refer to client by initials and client number—NEVER spell out the client’s entire name
6. Add that client to your Group Roster Form and Caseload Tracker
7. Project DAWN Training—not mandatory but strongly advised

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