

Catholic Charities Diocese of Palm Beach, Inc.

Policy and Procedures Manual

No. of Policy 7002

SUBJECT: REFERRALS FOR SERVICES

POLICY: Referring clients for needed services should be made on the basis of client choice.

PROCEDURES:

- 1) Directed referral to a specific therapist or doctor is prohibited. Instead, clients are given a list of choices of competent professionals. If exceptions are made, it is with senior management approval and is clearly in the interest of persons served and not in the worker's interest.
- 2) Accepting payment or other considerations from another provider or individual for referring individuals to their service is prohibited, as well as making payments or other considerations to outside providers for referring to Catholic Charities.
- 3) Steering or directing referrals to a private practice or business in which an employee of Catholic Charities or their immediate family may be employed is prohibited.
- 4) Transferring cases to the private case load of personnel leaving the employment of Catholic Charities is prohibited.

AUTHORIZED DATE: 12/05/00

REVISED DATE: 06/25/09