

Rainforest Recovery Center
3250 Hospital Drive
Juneau, Alaska 99801
Phone #: (907)796-8690 Fax#: (907)586-5605

If you are applying for OUTPATIENT services at RRC please follow these instructions:

Intake Packet Instructions

This packet contains several forms that must be completed and returned to the receptionist before or at the time of your intake appointment. Please feel free to call us if we can assist you or answer any questions about this process. This application packet contains the following items:

- Background information
- Health Profile
- Chemical Use History
- Under the influence Policy
- Payment instructions and Financial Information
- Sliding Fee Scale Application

Scheduling an intake appointment:

You may schedule an appointment for an assessment (intake) by calling 907-796-8690. We have several forms to be completed prior to that appointment, including a sliding fee scale application. Please contact the receptionist to make arrangements for completing these forms. We do not have childcare facilities at Rainforest Recovery Center (RRC), so please make arrangements for childcare prior to your appointments.

What to expect at the intake appointment:

Before you meet with the assessment (intake) counselor you will have additional paperwork to complete, including an HIV and HEP C Risk Assessment Survey and a SASSI, so it is important that you arrive on time for your scheduled appointment. You will be required to participate in an observed urine drug screen (UDS) either before or after you meet with the counselor. Depending on individual circumstances, you may also need to give us written permission to provide and/or obtain information from outside sources. The clinician conducting the assessment will discuss initial treatment recommendations with you at the end of the session. **The entire intake process takes approximately three hours to complete, so please allow plenty of time for this appointment. Please bring two forms of identification.**

Fees and Payment:

Payment is required at the time of service. Reduced fees are available to qualified persons, but are not automatic. To qualify for the sliding fee scale, please complete the application forms that are included in this packet. Proof of income from the past 12 months and a current bank statement are necessary for us to process requests for reduced

fees. If you have any questions regarding fee please contact our financial department. You will not be eligible for a sliding fee until your application has been approved.

Summary of Rights and Responsibilities:

A summary of your rights and responsibilities as a client a RRC will be provided at the time of your initial appointment. Please review this material carefully and feel free to ask RRC staff if you have questions about any of this information.

Location:

Rainforest Recovery Center is located behind Bartlett Regional Hospital. Follow Hospital Drive past the hospital to the parking lot behind the hospital. RRC is a freestanding facility along the back of this lot.

If you are applying for RESIDENTIAL services at RRC please follow these instructions:

Thank you for your inquiry regarding services at Rainforest Recovery Center (RRC). Accompanying this correspondence is the application packet for residential services at RRC. To expedite the application process, please be sure that you follow the instructions listed below:

- Complete the entire application.
- Confirm that all signatures are witnessed where indicated.
- Initial all appropriate areas on the Authorization to Disclose Health Care Information (release) forms include the purpose for the release. A blank release can be picked up at our reception area, downloaded from our website, or we can fax a copy to you.
- **ANY PENDING MEDICAL OR DENTAL APPOINTMENTS MUST BE COMPLETED PRIOR TO ADMISSION TO THE RESIDENTIAL PROGRAM.**
- RRC MUST APPROVE YOUR PRESCRIPTIONS OR OVER-THE COUNTER MEDICATIONS PRIOR TO ADMISSION. If approved, your over-the-counter medications must be unopened, factory-sealed containers. Admitting staff will identify all prescription medications. Unidentifiable or unapproved medications will be stored in the RRC safe and unavailable during the residential program. They will be returned only with the approval of the Medical Director at time of discharge. RRC does not supply medications of any kind. RRC recommends you bring a 30-day supply of approved medication with you.
- You must have two forms of identification with you; one must be a picture ID.
- Provide a History and Physical completed by your medical doctor within the last 30 days. Include a list of medications and dosages and the results of a recent tuberculosis test. Provide RRC with a release for your medical doctor.
- Provide a recent psychiatric evaluation including a list of medications and dosages if applicable. Provide RRC with a release for your psychiatric.
- If you are coming from outside of Juneau, RRC must receive a copy of a local assessment, completed within the last 30 days at the state-approved facility where

continuing care services will be obtained. Provide RRC with a release for the local treatment facility.

- Provide RRC with current legal information, including pending charges, jail time, or court dates. Provide RRC with a release for your attorney, probation or parole officer.

Once RRC has received all of the necessary information, the application will be reviewed. If approved for admission into the residential program, a date of admission will be provided. You are responsible for travel arrangements, travel expenses, and notifying RRC of your arrival date and time. Please notify RRC immediately if there are any changes in the travel itinerary. RRC will provide transportation from the airport or ferry terminal. Please call RRC with any questions or if assistance is needed in the application process.